

Regional Park Program Application Guide

7.1.2019 **Draft**



State of California Department of Parks and Recreation

Office of Grants and Local Services

DEPARTMENT MISSION

The mission of the California Department of Parks and Recreation (DPR) is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.

COMMUNITY ENGAGEMENT DIVISION MISSION

Encouraging healthy communities by connecting people to parks, supporting innovative recreational opportunities, embracing diversity, fostering inclusivity, and delivering superior customer service, with integrity for the enrichment of all.

THE OFFICE OF GRANTS AND LOCAL SERVICES (OGALS) MISSION

To address California's diverse recreational, cultural and historical resource needs by developing grant programs, administering funds, offering technical assistance, building partnerships, and providing leadership through quality customer service.

OGALS VISION GOALS

- Proactive in meeting California's park and recreation needs through innovative grant programs and customer service.
- Commitment to providing quality customer service in every interaction and transaction as honest, knowledgeable, and experienced grant administrators.
- Sensitive to local concerns while mindful of prevailing laws, rules, and regulations.
- Responsive to the needs of applicants, grantees, non-profit organizations, local governments, tribes, and legislative members, as partners working to improve the quality of life for all Californians by creating new parks and recreation opportunities.

Welcome to the Regional Park Program (RPP)

FOREWORD

Since 1965, statewide grants administered by OGALS created and improved over 7,400 parks. We look forward to continuing this legacy with grantees to improve the quality of life for communities throughout California.

Parks are unique places where children can play, families and friends bond, people exercise, seniors socialize, youth are mentored, cultures are celebrated, and everyone connects with nature. For these reasons and more, regional parks funded by this program will support the health and wellness of Californians. Building successful regional parks that become iconic destinations for surrounding communities is “a work of art.” RPP embraces meaningful engagement with local residents and partners where park designs represent each region’s unique recreation needs and creativity.

APPLICATION GUIDE

Use these guidelines to plan and submit the grant application. The RPP Team is committed to providing technical assistance, taking pride in being approachable and informative. Contact information and program updates are at parks.ca.gov/rpp.

SEND APPLICATIONS TO:

Street Address for Overnight Mail:

Calif. Dept. of Parks and Recreation
Office of Grants and Local Services
1416 Ninth Street, Room 918
Sacramento, CA 95814

Mailing Address:

Calif. Dept. of Parks and Recreation
Office of Grants and Local Services
P.O. Box 942896
Sacramento, CA 94296-0001

MAIN LINE: (916) 653-7423

PROGRAM WEBSITES: parks.ca.gov/rpp | parksforcalifornia.org/communities

Regional Parks

Photos will appear in final guide

TABLE OF CONTENTS

I. PROGRAM OVERVIEW

Intent	4
Eligible Applicants	4
Types of Projects	4
Grant Amount Per Application	6
Amount Available	6
Application Deadline	7
Application Process	7
Grant Administration Process	8

II. Application Package

Application Checklist	11
1. Application Form	12
2. Project Selection Criteria	14
3. Community FactFinder Report and Handbook Form	30
4. Resolution	32
5. Grant Scope/Cost Estimate Form	34
6. Funding Sources	37
7. Project Timeline Form	39
8. Applicant Capacity	42
9. CEQA Compliance and Certification Form	43
10. Project Site Ownership, Acquisition, or Lease	45
11. Concept Level Site Plan	46
12. Photos and Copyright Agreement Form	46
13. Project Location Map	48
14. Non-Profit Applicant Requirements	48
15. Corps Consultation Process	48

III. Eligible Costs

Acquisition, Pre-Construction, Construction	49
Ineligible Costs	52

IV. Appendices

Technical Assistance for Applicants	53
Project Selection Criteria Guidance	54
Definitions for All Words and Terms in SMALL CAPS	65

Words and terms in SMALL CAPS are defined in the back of this guide.

I. PROGRAM OVERVIEW

INTENT

Regional Park Program (RPP) competitive grants will create, expand, and improve REGIONAL PARKS. RPP projects will create at least one NEW RECREATION FEATURE that attracts visitors from at least a 20-mile radius or county-wide population to a REGIONAL PARK. The NEW RECREATION FEATURE(S) will offer nature appreciation, athletic activities, historical or cultural enrichment, or other recreational activities in an open space area.

Proposition 68 Funding

- \$23,125,000 is available for RPP
- Use this Application Guide for submitting RPP proposals
- This program is established in Public Resources Code §80065(a)

ELIGIBLE APPLICANTS

- Counties
- DISTRICTS (as defined on page 66)
- JOINT POWERS AUTHORITIES (one member of the JOINT POWERS AUTHORITY must be either an eligible DISTRICT or County)
- NON-PROFITS with 501(c)(3) status

TYPES OF PROJECTS

A PROJECT must involve either DEVELOPMENT or a combination of ACQUISITION and DEVELOPMENT to create a NEW RECREATION FEATURE:

While RENOVATION may be included, APPLICATIONS will be more competitive if the majority of the TOTAL PROJECT COST creates a NEW RECREATION FEATURE(s). (Page 17-18)

All PROJECTS must create or RENOVATE at least one RECREATION FEATURE. Examples of RECREATION FEATURES include but are not limited to the following:

RECREATION FEATURES (eligible examples)

- ACQUISITION of land:
 - Combined with DEVELOPMENT of a NEW RECREATION FEATURE.
 - OR
 - Already has a RECREATION FEATURE for public use at the close of escrow. For EXPANSIONS, this may include acquiring adjacent land to protect viewsheds or create new access.
- Non-motorized trail (multi-use is encouraged), pedestrian/bicycle bridge
- Equestrian center/Rodeo grounds
- Campgrounds (developed and primitive campsites)
- Aquatic feature (fishing, non-motorized boating, swimming, fountains, etc.)
- Amphitheater/performing arts dance, music, theater stage
- Regional Sports Complex
 - Athletic fields (soccer regulation or “futbol-rapido”, baseball, softball, football)
 - Athletic courts/course (basketball, “futsal”, tennis, pickleball, golf, etc.)
- Botanical or demonstration gardens and orchards
- Visitor, interpretive, cultural, historical structures
- Open space and natural area for public recreation use
- Skate park, skating rink, bike park, or pump track (non-motorized bike tracks)
- Recreation center/gymnasium (only if it will be in or ADJACENT to a REGIONAL PARK)
- Dog park
- Jogging and walking loop, par course, running track
- Outdoor gym exercise equipment (stations fixed into the ground)
- Picnic/Bar-B-Que areas
- Playground and tot lot
- Plaza, Zocalo, Gazebo
- Public art (mosaic tiles, sculptures, murals)
- Lighting to allow for extended nighttime use of a RECREATION FEATURE
- Shade structure/COVERED PARK areas over a RECREATION FEATURE to allow for extended day time use

I. PROGRAM OVERVIEW

MAJOR SUPPORT AMENITIES (eligible examples)

A PROJECT may also include MAJOR SUPPORT AMENITIES such as:

- Restroom building, snack shack
- Parking lot, staging area, pathway for access to a RECREATION FEATURE
- Landscaping or lighting that will be constructed throughout the PARK

As a reminder, APPLICATIONS will be more competitive if the majority of the TOTAL PROJECT COST creates a NEW RECREATION FEATURE(S). (Page 17-18)

GRANT AMOUNT PER APPLICATION

- Maximum grant request per APPLICATION/PARK: \$3,000,000
- Minimum grant request per APPLICATION/PARK: \$200,000

One PARK = One Application:

Each PARK requires its own, separate APPLICATION. Only one APPLICATION, requesting up to \$3 million, may be submitted for the same PARK.

Multiple PARKS = Multiple Applications:

An APPLICANT may submit multiple APPLICATIONS for different PARKS. An APPLICANT can potentially receive multiple GRANT awards that total more than \$3 million. There is no cap to the number of grants an APPLICANT may receive.

No Match Required:

The GRANT by itself may fund the entire PROJECT.

AMOUNT AVAILABLE

\$23,125,000 will be awarded through one ROUND of Proposition 68 funding.

A future State Budget will determine the APPROPRIATION DATE and the GRANT PERFORMANCE PERIOD.

See parks.ca.gov/rpp for future funding announcements

APPLICATION DEADLINE

The APPLICATION deadline will be announced at parks.ca.gov/rpp.

APPLICATION PROCESS

1. Review the “Competitive Chart” at parks.ca.gov/rpp.
 - The “Competitive Chart” is an important technical assistance tool that outlines what needs to be prioritized and considered for a competitive RPP APPLICATION.
2. Review this guide to understand the competitive APPLICATION requirements in more detail.
3. Participate in the extensive technical assistance methods such as APPLICATION workshops and contacting OGALS RPP experts. See page 53 for a complete list.
4. Review the GRANT ADMINISTRATION GUIDE, including CONTRACT provisions, to understand the requirements if the competitive APPLICATION is selected for funding.
5. Send the APPLICATION to OGALS postmarked by the application deadline announced at parks.ca.gov/rpp. APPLICATION submittal instructions are found on page 10.
6. As another form of technical assistance, APPLICANTS may be advised to correct or complete documents after the APPLICATION is submitted.
 - Exception: Project Selection Criteria (pages 14– 29) responses must be completed by the APPLICATION deadline. Revisions will not be accepted.
7. The competitive APPLICATION(S) will be evaluated and ranked based on Project Selection Criteria responses. GRANT award decisions will be announced approximately five months after the application deadline. APPLICANTS will receive either a GRANT award or GRANT denial letter.

GRANT ADMINISTRATION PROCESS AND PERFORMANCE PERIOD

1. APPLICANTS who receive a grant award letter from OGALS must attend a mandatory GRANT ADMINISTRATION workshop.
2. After the mandatory workshop, OGALS will send a CONTRACT to the APPLICANTS.
3. After a signed CONTRACT is returned and signed by the State, the APPLICANT becomes a GRANTEE. The GRANTEE will receive a deed restriction/grant notice to record on the title to the property if the GRANTEE owns the land. The deed restriction/grant notice refers to the CONTRACT that requires GRANTEES to ensure operation and maintenance of the PROJECT SITE for 30 years.
4. The GRANT PERFORMANCE PERIOD starts with the APPROPRIATION DATE. If the grant is awarded, PRE-CONSTRUCTION COSTS dating back to the APPROPRIATION DATE may be reimbursed.
5. PROJECT COMPLETION is at least three months before the end of the GRANT PERFORMANCE PERIOD.
6. Send the final payment request to OGALS at least three months before the end of the GRANT PERFORMANCE PERIOD. This gives time for OGALS to review the payment documents, conduct a final site inspection, and process the final payment through the State Controller's Office.
7. The CONTRACT requires GRANTEES to ensure operation and maintenance of the PROJECT SITE for 30 years. The 30-year period begins with the APPROPRIATION DATE.

Regional Parks

Photos will appear in final guide

II. Application Package

This section (pages 10 to 49) provides detailed guidance to complete the APPLICATION.

As a reminder, each PROJECT SITE requires its own separate APPLICATION.

Please follow these five instructions to prepare the APPLICATION.

1. **Use the Application Checklist on the next page to organize the APPLICATION.**
 - Checklist items 1-13 are required for all APPLICATIONS.
 - Checklist item 14 is only required for NON-PROFIT APPLICANTS.
 - Checklist item 15 is required for APPLICANTS who choose to follow the Conservation Corps Consultation Process.
 - If an item is pending, submit a placeholder that describes the next steps for completion with dates. The Project Selection Criteria (Checklist item 2) must be completed by the APPLICATION deadline.
2. **Provide a Table of Contents** based on the Checklist on the next page and number all pages (handwritten page numbers are acceptable).
 - Include “dividers with tabs” that separate and label each Checklist item within the APPLICATION. Please do not send the APPLICATION in a binder. Only use a binder clip or folder.
3. **Send only the items requested in the Checklist.** Do not send supplementary materials, such as PowerPoint presentations or letters of support.
4. **Send one unbound APPLICATION for each PROJECT SITE.**
 - Please keep at least one copy for your records. OGALS may request an electronic copy. Original signatures are not required.
5. **Send the APPLICATION using the mailing address on page 1 of this guide.**

The APPLICATION must be postmarked or hand-delivered on or before the APPLICATION due date announced at parks.ca.gov/rpp.

APPLICATION CHECKLIST

Use the checklist below to organize the APPLICATION. Directions and forms for each checklist item can be found on the page number listed below.

APPLICATION Item <input checked="" type="checkbox"/>		Application Guide Page Number	Signed by Authorized Representative
<input type="checkbox"/>	1. Application Form	Pg. 12	<input type="checkbox"/>
<input type="checkbox"/>	2. Project Selection Criteria	Pg. 14	N/A
<input type="checkbox"/>	3. Community FactFinder Report and Handbook Form	Pg. 30	<input type="checkbox"/>
<input type="checkbox"/>	4. Resolution	Pg. 32	N/A
<input type="checkbox"/>	5. Grant Scope/Cost Estimate Form	Pg. 34	<input type="checkbox"/>
<input type="checkbox"/>	6. Funding Sources Form	Pg. 37	<input type="checkbox"/>
<input type="checkbox"/>	7. Project Timeline Form	Pg. 39	<input type="checkbox"/>
<input type="checkbox"/>	8. Applicant Capacity	Pg. 42	N/A
<input type="checkbox"/>	9. California Environmental Quality Act (CEQA) Compliance Form	Pg. 43	<input type="checkbox"/>
<input type="checkbox"/>	10. Project Site Ownership, Acquisition, or Lease	Pg. 45	N/A
<input type="checkbox"/>	11. Concept Level Site Plan	Pg. 46	N/A
<input type="checkbox"/>	12. Photos and Copyright License Agreement	Pg. 46	N/A
<input type="checkbox"/>	13. Project Location Map	Pg. 48	N/A
<input type="checkbox"/>	14. NON-PROFIT APPLICANT Requirements (only for NON-PROFIT APPLICANTS)	Pg. 48	N/A
<input type="checkbox"/>	15. CONSERVATION CORPS Consultation Review	Pg. 48	N/A

PROJECT APPLICATION FORM (CHECKLIST #1)

A “fillable” APPLICATION Form is available at parks.ca.gov/rpp

For the “Project Site Name and Physical Address”, if a physical address is not available, please provide the latitude and longitude coordinates according to Google maps.

Amounts to list on the Form in the top right corner:

Match is not required. There is no advantage given for having matching funds.

- If the GRANT by itself funds the TOTAL PROJECT COST, place a “\$0” on the “Other Funding Sources” line.

OR

- If applicable, identify the amount of Other Funding Sources. See the definition of COMMITTED FUNDS.

Make sure that all dollar amounts are consistent with the Grant Scope/Cost Estimate Form and Funding Sources Form.

People to list on the Form:

- The “AUTHORIZED REPRESENTATIVE” is the position that signs all forms in the APPLICATION packet.
- The “Application Contact” is the day-to-day administrator who can answer detailed questions about the PROJECT and documents in the APPLICATION.
- The “Grant Contact” will be the lead contact for GRANT administration if it is selected for funding. The “Application” and “Grant” contact may be the same person.

The AUTHORIZED REPRESENTATIVE will certify on this form that the information contained in the APPLICATION packet is accurate.

PROJECT APPLICATION FORM (CHECKLIST #1)

State of California – The Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION
Regional Park Program of Proposition 68

PROJECT APPLICATION FORM

PROJECT NAME		
REQUESTED GRANT AMOUNT		\$ _____
OTHER FUNDING SOURCES		\$ _____
TOTAL PROJECT COST		\$ _____
PROJECT SITE NAME and PHYSICAL ADDRESS where the project is located (including zip code)		PROJECT SITE OWNERSHIP (☑ all that apply) <input type="checkbox"/> Owned in fee simple by APPLICANT <input type="checkbox"/> Proposed Acquisition of _____ acres <input type="checkbox"/> Available (or will be available) under a _____ year lease or easement <input type="checkbox"/> TURN-KEY Project
NEAREST CROSS STREETS		
COUNTY OF PROJECT LOCATION		
APPLICANT NAME (entity applying for the grant) and MAILING ADDRESS		
AUTHORIZED REPRESENTATIVE as shown in Resolution		
<div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Name (typed or printed) and Title</div> <div>Email address</div> <div>Phone</div> </div>		
APPLICATION CONTACT		
<div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Name (typed or printed) and Title</div> <div>Email address</div> <div>Phone</div> </div>		
GRANT CONTACT For administration of grant if awarded (if different from AUTHORIZED REPRESENTATIVE)		
<div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Name (typed or printed) and Title</div> <div>Email address</div> <div>Phone</div> </div>		
GRANT SCOPE I represent and warrant that this APPLICATION describes the intended use of the requested GRANT to complete the items listed in the attached Grant Scope/Cost Estimate Form. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this APPLICATION, including required attachments, is accurate.		
_____ Signature of AUTHORIZED REPRESENTATIVE as shown in Resolution		_____ Date
_____ Print Name		_____ Title

PROJECT SELECTION CRITERIA (CHECKLIST #2)

PROJECT SELECTION CRITERIA (CHECKLIST #2)

OVERVIEW

Structure your response to follow the same numbered and lettered order of the Project Selection Criteria. A template to structure the response titled “Outline for Project Selection Criteria Response” is available at parks.ca.gov/rpp.

The Project Selection Criteria are used to rank all statewide APPLICATIONS.

APPLICANTS are encouraged to conceptualize a new project based on the Project Selection Criteria. Technical Assistance tips are included starting on page 53.

The maximum score is 100 points.

- All competing APPLICATIONS start with 0 points.
- Points are gained through the Project Selection Criteria.

PROJECT SELECTION CRITERIA		MAX POINT VALUE
PROJECT LOCATION AND BENEFITS		
1.	Median Household Income	5
2.	Significant Regional Attraction	20
3.	Type of Project	15
COMMUNITY ENGAGEMENT		
4.	Design Input	15
5.	Employment or Volunteer Opportunities	8
6.	Partnerships or Committed Funding	5
OPERATION AND MAINTENANCE CONSIDERATIONS		
7.	Environmental Design	7
8.	Public Use Fees and Hours of Operation	10
BENEFITS AND READINESS		
9.	Project Benefits and Readiness	15
MAXIMUM SCORE		100

PROJECT SELECTION CRITERION #1 – MEDIAN HOUSEHOLD INCOME

Proposition 68 (2018 Bond Act) Section 80008(a)(1) requires that at least 20% (\$4,625,000) of the \$23,125,000 is awarded to severely disadvantaged communities with a median household income below \$38,270 (60% of the statewide average).

Use the California State Parks Community FactFinder at ParksforCalifornia.org/communities to provide the Median Household Income of any point within the REGIONAL PARK boundary. When creating the Community FactFinder report, locate the push pin on, or within, the park boundary.

What is the Median Household Income on, or within, the boundary of the REGIONAL PARK according to the Community FactFinder Report?

Use this chart format to structure the response:

Median Household Income according to the FactFinder report	FactFinder Report ID Number (found on the top right corner of the report)
---	--

POINTS <i>The scale below shows that up to 5 points will be awarded to PROJECTS located in SEVERELY DISADVANTAGED COMMUNITIES.</i>	
	Points
The Median Household Income is \$38,270 or below.	5
The Median Household Income is \$38,271 to \$51,026.	3
The Median Household Income is \$51,027 or higher, or no information was provided.	0

A PROJECT'S benefits to attract residents from SEVERELY DISADVANTAGED COMMUNITIES can be explained in Criterion 2 on the following page.

Technical assistance is available on page 54.

PROJECT SELECTION CRITERION #2 – SIGNIFICANT REGIONAL ATTRACTION

Describe why the PROJECT will create or improve a regional destination (of at least a 20-mile radius or county-wide population) if this grant is awarded. Use the following chart format to list each proposed RECREATION FEATURE. In the right column, explain why it will make the park a destination for the region.

Use this chart format to structure the response:

Identify and describe each proposed RECREATION FEATURE	Why will the RECREATION FEATURE attract visitors from at least a 20-mile radius or county-wide population as a significant recreation destination due to unique or highly-recognized athletic, natural/scenic, historic, or cultural features?
--	--

POINTS <i>The scale below shows that up to 20 points will be awarded to PROJECTS that will create or improve a high-demand recreational opportunity.</i>	
	Points
The RECREATION FEATURE(S) will become a unique or highly recognized resource to attract visitors within the region and is considered to be of exceptional significance compared to other statewide applications.	20-14
The RECREATION FEATURE(S) are considered to be of average significance compared to other statewide applications.	13-9
The RECREATION FEATURE(S) are considered to be of minimal significance compared to other statewide applications. It is questionable that the PROJECT will create a new regional draw of visitors.	8-1
No information provided.	0

Technical assistance is available on page 54.

PROJECT SELECTION CRITERION #3 - TYPE OF PROJECT

Use the following format to explain if the majority of the PROJECT will create new or RENOVATE existing RECREATION FEATURES:

TYPE OF PROJECT (check all applicable boxes)	QUALIFIERS (respond based on the following applicable questions consistent with the items listed on the Grant Scope/Cost Estimate Form)
<input type="checkbox"/> NEW RECREATION FEATURE(S)	<p>List each new RECREATION FEATURE that will be created through the PROJECT and answer the following:</p> <p>A) What is the total cost of the new RECREATION FEATURES?</p> <p>B) If the PROJECT includes the creation of a new trail, or extension of a trail, describe if it will be a MULTI-USE TRAIL or single-use.</p>
<input type="checkbox"/> RENOVATE existing RECREATION FEATURE(S)	<p>List each existing RECREATION FEATURE that will be RENOVATED through the PROJECT and answer the following:</p> <p>C) What is the total cost of the RENOVATION of existing RECREATION FEATURES?</p> <p>D) Explain why the RENOVATION of each RECREATION FEATURE is needed.</p>
<input type="checkbox"/> MAJOR SUPPORT AMENITY(S)	<p>List each MAJOR SUPPORT AMENITY that will be created or RENOVATED through the PROJECT and answer the following:</p> <p>E) What is the total cost of the MAJOR SUPPORT AMENITIES?</p> <p>F) Is the combined cost of A) plus C) above greater than E)?</p> <p>G) Explain why each proposed MAJOR SUPPORT AMENITY is needed.</p>

PROJECT SELECTION CRITERION #3 - TYPE OF PROJECT

POINTS <i>The scale below shows 15 points are given to PROJECTS that create NEW RECREATION OPPORTUNITIES including a new multi-use trail.</i>	
	Points
<p>The combined total cost of new RECREATION FEATURES (A) plus RENOVATION of existing RECREATION FEATURES (C) is greater than the total cost of the MAJOR SUPPORT AMENITIES (E).</p> <p>And</p> <p>The PROJECT will create at least one new RECREATION FEATURE that currently does not exist.</p> <p>And</p> <p>The PROJECT includes the creation or extension of a MULTI-USE TRAIL.</p> <p>And</p> <p>The list of RECREATION FEATURES and MAJOR SUPPORT AMENITIES and costs are consistent with what is listed on the Grant Scope/Cost Estimate Form.</p>	15
<p>All of the above. However, the PROJECT will not include the creation or extension of a MULTI-USE TRAIL.</p>	12
<p>The PROJECT will not create at least one new RECREATION FEATURE. And, the PROJECT does not include the creation or extension of a MULTI-USE TRAIL.</p> <p>The combined cost of (C) is greater than (E).</p> <p>And</p> <p>The RENOVATION of the existing RECREATION FEATURE(S) is needed to allow for expanded use or prevent the facility from being closed within the next three years.</p> <p>And</p> <p>The list of RECREATION FEATURES and MAJOR SUPPORT AMENITIES and costs are consistent with what is listed on the Grant Scope/Cost Estimate Form.</p>	9
<p>The same as the 9-point rubric above with one exception:</p> <p>Each proposed RENOVATION of a RECREATION FEATURE is not a high priority. It is not clear that the RENOVATION of the existing RECREATION FEATURE(S) is needed to allow for expanded use or prevent the facility from being closed within the next three years.</p>	6
<p>MAJOR SUPPORT AMENITIES, and not RECREATION FEATURES, are more than 50% of the TOTAL PROJECT COST. The combined cost of (E) is greater than (A) plus (C).</p>	3
<p>The PROJECT does not create or RENOVATE a RECREATION FEATURE.</p>	Ineligible

Technical assistance is available on page 55.

PROJECT SELECTION CRITERION #4 – DESIGN INPUT

Describe how the APPLICANT or partnering regional or community-based organization(s) made efforts to include DESIGN ideas from MEETINGS with the general public and subject matter experts.

DESIGN ideas can include:

- Detailed design ideas of RECREATION FEATURES
- Location of certain RECREATION FEATURES or MAJOR SUPPORT AMENITIES
- Public art, kiosks, panels, and themes to establish a sense of place
- Safe public use, signage, landscaping, and ideas

Use the chart format below to structure the response.

Engagement Method (surveys, public meetings). Include locations, dates, and addresses.	Describe the BROAD REPRESENTATION and number of participants that were included in the design input process (youth, seniors, working adults, etc.).	What were the methods used to encourage participants to provide their design ideas?	List specific approved design ideas that originated from this method, and will be included in the final project.

POINTS 15 points will be given for engagement methods encouraging a BROAD REPRESENTATION and resulting in ideas that will be included in the PROJECT.

	Points
The engagement methods included at least one MEETING at the PROJECT SITE. AND Other methods were used such as surveys, or in person MEETINGS in surrounding areas.	Yes = 5 No = 0
The combined engagement methods included a BROAD REPRESENTATION of participants.	Yes = 5 No = 0
The response describes how participants were encouraged to provide DESIGN ideas. AND The response lists specific DESIGN ideas that originated from participants and will be included in the final project.	Yes = 5 No = 0

Technical assistance is available on page 56.

PROJECT SELECTION CRITERION #5 - EMPLOYMENT OR VOLUNTEER OPPORTUNITIES

PROJECT SELECTION CRITERION #5 - EMPLOYMENT OR VOLUNTEER OPPORTUNITIES

Respond to **A** below to describe how the PROJECT will provide volunteer opportunities or workforce education and training (employment or volunteer), contractor, or job opportunities for RESIDENTS who live in a disadvantaged community (median household income of \$51,026 or less). This does not include CORPS involvement. Respond to **B** below to describe how the applicant followed the CORPS consultation process.

- A.** What recruitment strategy will be used to target RESIDENTS in disadvantaged communities? What types of meaningful employment or volunteer activities will be available for RESIDENTS from June 5, 2018, until PROJECT COMPLETION? (see examples on page 58)

Use the following chart format to describe each opportunity:

Describe the recruitment strategy for targeting RESIDENTS in disadvantaged communities.	Brief description of the employment or volunteer opportunity	Number of RESIDENTS

POINTS FOR A The scale below shows that 5 points will be given to a PROJECT that includes a recruitment strategy for targeting residents from disadvantaged communities and employment or volunteer opportunities for at least twenty RESIDENTS.

	Points
At least twenty RESIDENTS combined will receive employment or volunteer opportunities. The recruitment strategy clearly targets RESIDENTS in a disadvantaged community with a median household income below \$51,026.	5
Between 10 to 19 RESIDENTS combined will receive employment or volunteer opportunities. The recruitment strategy clearly targets RESIDENTS in a disadvantaged community with a median household income below \$51,026.	3
Between 5 to 9 RESIDENTS combined will receive employment or volunteer opportunities. The recruitment strategy clearly targets RESIDENTS in a disadvantaged community with a median household income below \$51,026.	1
The PROJECT will not provide employment or volunteer opportunities for at least five RESIDENTS or the APPLICANT did not describe a recruitment strategy for residents in a disadvantaged community with a median household income below \$51,026, or the APPLICANT did not respond to the criterion.	0

In addition to employment or volunteer opportunities for RESIDENTS, APPLICANTS must contact the CONSERVATION CORPS to discuss the feasibility of using their services.

PROJECT SELECTION CRITERION #5 - EMPLOYMENT OR VOLUNTEER OPPORTUNITIES

B. Citing the Corps Consultation Review Document, what was the outcome of the Corps Consultation Process? (see Checklist Item #15, page 48)

- If it is feasible for a CONSERVATION CORPS to work on a PROJECT component, list the agreed services and costs for work. Confirm an understanding between the APPLICANT and CONSERVATION CORPS that the agreed scope of work is binding should the GRANT be awarded.
- If the CONSERVATION CORPS offered services but the APPLICANT declines, provide a reason for not using any of their services.

Use the following chart format to cite the outcome of the Corps Consultation Review Process (Checklist Item #15).

Is it feasible for the Corps to work on a project component?	If yes, list the binding/agreed upon services to be performed by the Corps.	If yes, list the cost for the agreed scope of work	If the Corps offered services, but applicant declined, provide the reason.
No <input type="checkbox"/> Yes <input type="checkbox"/>			

POINTS FOR B *The scale below shows that 3 points will be given to PROJECTS that will include employment of CONSERVATION CORPS, or the CONSERVATION CORPS determined it is not feasible to work on the PROJECT.*

	Points
<p>The Corps Consultation Process was followed. The CONSERVATION CORPS determined it is feasible to work on the PROJECT should the grant be awarded. A description of the agreed services and cost estimate is provided in the response.</p> <p>Or</p> <p>The Corps Consultation Process was followed. The CONSERVATION CORPS determined it is not feasible to work on the PROJECT.</p>	3
<p>The Corps Consultation Process was not followed.</p> <p>Or</p> <p>The Corps Consultation Process was followed. The CONSERVATION CORPS determined it is feasible to work on the PROJECT; <u>however</u>, the APPLICANT declines all aspects of services offered by the CONSERVATION CORPS.</p>	0

Technical assistance is available on page 58.

PROJECT SELECTION CRITERION #6 – PARTNERSHIPS OR COMMITTED FUNDING

PROJECT SELECTION CRITERION #6 – PARTNERSHIPS OR COMMITTED FUNDING

For the purpose of this criterion, partnerships will occur during the DESIGN and construction phases only **beginning with the passage of the Bond Act (June 5, 2018) until PROJECT COMPLETION.** Partnerships does not include long-term maintenance, operation, and programming after PROJECT COMPLETION.

Describe partnership assistance given to the APPLICANT by answering the following:

What are the organization names of the partners and what are their roles? If no partners are involved in the PROJECT, but the APPLICANT has COMMITTED FUNDS, write “See Funding Sources Form” in boxes A and B below.

Use this chart format to list and describe each partner in the response:

A. Name and General Purpose of Organization (specify if it is a HEALTH ORGANIZATION)	B. Partnership Role specific to this PROJECT such as assisting with community-based planning, contributing volunteer hours or materials, or funding support
---	--

POINTS <i>The scale below shows that a maximum of 5 points will be given to projects that involve at least three partnerships, including a HEALTH ORGANIZATION.</i>	
	Points
The PROJECT will involve three or more partners, including a HEALTH ORGANIZATION, providing volunteer hours, or materials, or funding for DESIGN, PRE-CONSTRUCTION, land ACQUISITION, or construction.	5
The PROJECT will involve two partners providing volunteer hours, or materials, or funding for DESIGN, PRE-CONSTRUCTION, land ACQUISITION, or construction.	3
The PROJECT will involve one partner.	1
Or, the APPLICANT has no partners but will contribute its own funding to the PROJECT.	
The PROJECT will involve no partnerships and the APPLICANT has no COMMITTED FUNDS. Or, a response was not provided.	0

APPLICANTS are encouraged to explore partnerships with at least one HEALTH ORGANIZATION. Technical assistance is available on page 58.

PROJECT SELECTION CRITERION #7 - ENVIRONMENTAL DESIGN

Describe how the PROJECT will provide efficient use of water and other natural resources by answering both (A) **and** (B) combined, **or** (C) by itself, to obtain up to 7 points.

A. How will the PROJECT include the following sustainable techniques?

1. Incorporate pervious surfaces or other technique(s) such as bio-swales or grading to capture stormwater for infiltration or irrigation, or cleanse stormwater relating to parking areas.
2. Use of water efficient irrigation system that includes a rain sensor, evapotranspiration (ET) controllers, flow sensors, or on-site water recycling that reduces potable water consumption, or the PROJECT will not require additional use of water.
3. At least 10% of the materials for PROJECT construction will consist of recycled materials, or construction waste will be minimized by the separation and recycling of recoverable materials generated during construction.
4. Landscaping that excludes the use of (or removes) invasive plants and instead features drought tolerant or climate appropriate non-invasive native turf, trees, shrubs, plants, and ground cover. Also, discuss how the landscaping minimizes the use of toxic pesticides and inorganic fertilizers.

Or, the PROJECT will not require additional landscaping.

Use the following chart format to list and describe each Sustainable Technique in response to (A) above.

Sustainable Technique	Description of the Sustainable Technique
-----------------------	--

POINTS *The scale below shows that up to 4 points will be given to PROJECTS that will include the four sustainable techniques listed.*

	Points
The PROJECT will include all four of the listed techniques.	4
The PROJECT will include three of the listed techniques.	3
The PROJECT will include two of the listed techniques.	2
The PROJECT will include none of the listed techniques.	0

Technical Assistance is available on page 60.

B. How will the PROJECT include the following additional techniques that are not listed in question (A) above?

- 1. Carbon sequestration tree planting (identify approximately how many trees will be planted). See Greenhouse Gas Emissions Reduction and Carbon Sequestration technical assistance on page 61. If the PROJECT will not include tree planting, include one other energy, water, and natural resource conservation technique.
- 2. Facilitation of safe and reliable drinking water to park visitors if not yet available. If safe and reliable drinking water is already available for park visitors, include one other energy, water, and natural resource conservation technique.
- 3. One other energy, water, and/or natural resource conservation technique (see page 60).

Use the following chart format to list and describe each Sustainable Technique for B above.

Sustainable Technique	Description of the Sustainable Technique
-----------------------	--

POINTS <i>The scale below shows that up to 3 points will be given to PROJECTS with at least three other sustainable techniques for efficient use of energy, water, and other natural resources that were not listed in 7(A).</i>	
	Points
The PROJECT will include three other energy, water, and natural resource conservation or carbon sequestration techniques not listed in 7(A).	3
The PROJECT will include two other techniques not listed in 7(A).	2
The PROJECT will include one technique not listed in 7(A).	1
The PROJECT will not include additional techniques beyond 7(A).	0

Technical Assistance is available on page 61.

- C.** If A and B above is selected, do not respond to this item. This is a 7 point alternative to A and B:

Will the PROJECT include SITES or LEED Certification as an alternative to A and B above? If so, provide a plan for achieving either SITES certified landscaping or LEED certified building construction by answering the following questions:

1. What level of SITES certification or LEED certification, or both, will be obtained?
2. What is the current status and next steps timeline for securing the certification?
3. Will the PROJECT incorporate pervious surfaces or other technique(s) such as bio-swales or grading to capture stormwater for infiltration or irrigation or cleanse stormwater before release?

POINTS *PROJECTS that achieve any level of SITES or LEED Certification, and that capture or clean stormwater, will be awarded the maximum of 7 points as an alternative to A and B above.*

	Points
The PROJECT will obtain any level of SITES or LEED Certification and will incorporate pervious surfaces or other technique(s) such as bio-swales or grading to capture stormwater for infiltration or irrigation or cleanse stormwater before release.	7
The PROJECT will not obtain SITES or LEED Certification.	0

Note: SITES certification is for outdoor PARK SPACES, while LEED certification is for buildings. See the Technical Assistance on page 61 for more information and web-links for SITES and LEED Certification.

Technical Assistance is available on page 61.

PROJECT SELECTION CRITERION #8 – PUBLIC USE FEES AND HOURS OF OPERATION

Describe fees and hours of operation by answering the following:

- A. What will be the Monday through Sunday hours of operation for the overall PARK to accommodate various needs of youth, seniors, and families?

Use the following chart format to show the overall hours of operation.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

- B. Will the Monday through Sunday hours of operation differ for any RECREATION FEATURES listed in the Grant Scope/Cost Estimate Form? If so, please identify the RECREATION FEATURE(s) and Monday through Sunday hours of operation.

Use the following chart format to show specific hours of operation of grant-funded facilities.

Recreation Feature	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.

- C. Will the public be charged entrance or membership fees to enter the overall park? Will entrance, membership, or league/activity fees be charged to use a RECREATION FEATURE that is a majority of the TOTAL PROJECT COST listed in the GRANT SCOPE/Cost Estimate Form? If so, list each fee, identify if the fee is daily, weekly, or monthly, and explain why the fee will not prevent DAILY ACCESS for youth, seniors, and families affected by poverty.

PROJECT SELECTION CRITERION #8 – PUBLIC USE FEES AND HOURS OF OPERATION

POINTS *The scales below show that up to 10 points will be given to projects with weekday and weekend operating hours appropriate for youth, families, seniors, and other population groups in the CRITICALLY UNDERSERVED COMMUNITY, and with reasonable or no entrance or membership fees.*

	Points
The PROJECT will be open 7 days a week during the appropriate season of use, for at least eight hours per day, such as dawn to dusk, to accommodate the needs of youth, seniors, and families.	5
The PROJECT will be open 7 days a week during the appropriate season of use from three to less than eight hours per day.	3
The PROJECT will not be open 7 days a week during the appropriate season of use for at least three hours per day or the APPLICANT did not respond to criterion.	Ineligible

	Points
The public will not be charged entrance or membership fees to use the PROJECT. Or, the entrance or membership fees for the public calculate to \$5 or less per entrance (see page 62).	5
The entrance or membership fees for the public calculate to \$6 to \$10 per entrance (see page 62) which may deter access.	1
The public will be charged fees that will calculate to more than \$10 per entrance (see page 62), or the APPLICANT did not respond to the criterion.	0

Technical Assistance including exceptions to fees counted is available on page 62.

PROJECT SELECTION CRITERION #9 –PROJECT BENEFITS AND READINESS

Provide responses to A below to summarize the PROJECT’S benefits for youth, seniors, and families. This criterion is designed for the APPLICANT to tell the story about the PROJECT benefits not yet covered through Project Selection Criteria 1 through 8. For B below, OGALS will determine PROJECT readiness and APPLICANT capacity using the information provided in the entire APPLICATION.

- A. How will the PROJECT benefit the HEALTH and quality of life for youth, seniors, and families by improving physical activity, cultural enrichment, environmental education, and advancing solutions to prevent displacement (if applicable)?

Use this format to structure the response

HEALTH and quality of life conditions	How the PROJECT will benefit the HEALTH and quality of life for youth, seniors, and families.
Physical Activity	
Cultural Enrichment	
Environmental Education	
Advancing solutions to prevent displacement, (see page 63 and respond to either bullet point)	

- B. OGALS will use the information provided in the entire APPLICATION, to assess if PROJECT COMPLETION, as well as 30 years of adequate operation and maintenance, appears to be achievable.

Technical Assistance is available on page 63.

PROJECT SELECTION CRITERION #9 –PROJECT BENEFITS AND READINESS

POINTS <i>The scale below shows that up to 15 points will be given to a PROJECT will have significant benefits, and the APPLICANT has sufficient capacity to deliver the PROJECT.</i>	
	Points
<p>The PROJECT will provide significant physical activity, cultural enrichment, and environmental education resources.</p> <p>If applicable to the region's need, the PROJECT will advance solutions to prevent displacement.</p> <p>Based on the information provided in the entire APPLICATION, PROJECT COMPLETION and 30 years of adequate operation and maintenance for public use appears to be achievable.</p>	15 - 10
<p>The PROJECT will provide average physical activity, cultural enrichment, and environmental education resources.</p> <p>If applicable to the region's need, the PROJECT will advance solutions to prevent displacement.</p> <p>Based on the information provided in the entire APPLICATION, PROJECT COMPLETION and 30 years of adequate operation and maintenance for public use appears to be achievable.</p>	9 - 4
<p>The PROJECT will provide minimal physical activity, cultural enrichment, and environmental education resources.</p> <p>Or, if applicable to the region, the response identifies a need to advance solutions to prevent displacement. However, a plan is not provided.</p> <p>Or, based on the information provided in the entire APPLICATION, PROJECT COMPLETION, or 30 years of adequate operation and maintenance for public use, appears to be uncertain or problematic.</p>	3 - 1
No information provided.	0

Technical Assistance is available on page 63.

COMMUNITY FACTFINDER REPORT AND HANDBOOK FORM (CHECKLIST #3)

Provide the following two items:

1. **Community FactFinder Report.** To create a report, use the current FactFinder version at ParksforCalifornia.org/communities.

Only one report can be submitted per APPLICATION. The report must be created with the starting point (pin) located in the boundary of the REGIONAL PARK. The FactFinder Report will be used for Project Selection Criteria 1, page 15.

2. **Community FactFinder Handbook Form.** This Form will be signed by the AUTHORIZED REPRESENTATIVE. Its purpose is to certify that the report was created with the starting point (pin) located in the boundary of the REGIONAL PARK.

Frequently asked questions with policy responses are included within each step. The FactFinder Handbook is available at parks.ca.gov/rpp.

If the pinpoint is outside the boundary of the REGIONAL PARK, OGALS reserves the right to generate a new FactFinder report in the middle of the REGIONAL PARK for the purpose of Criteria 1.



State of California – The Natural Resources Agency

DEPARTMENT OF PARKS AND RECREATION

COMMUNITY FACTFINDER HANDBOOK FORM

APPLICANTS will sign this Form after following the FactFinder Handbook available at parks.ca.gov/rpp.

I certify that the Community Fact Finder Report that was submitted at the time of APPLICATION met the following requirement:

- ✓ The FactFinder Report was generated with the pin located on or within the boundary of the REGIONAL PARK.

I understand if this requirement is not met, OGALS will generate a new report with the pin located in the middle of the REGIONAL PARK and will use the data for purposes of Project Selection Criteria 1.

AUTHORIZED REPRESENTATIVE Signature

Date

AUTHORIZING RESOLUTION (CHECKLIST #4)

The Authorizing Resolution serves two purposes:

1. It is the means by which the APPLICANT'S Governing Body shows it is aware of all the terms of the CONTRACT. It provides confirmation that the APPLICANT has the funding to complete the proposed PROJECT if the GRANT is awarded.
2. Designates a position title (through Provision 4) to represent the Governing Body on all matters regarding the APPLICATION and PROJECT. The incumbent in this position is referred to as the AUTHORIZED REPRESENTATIVE.

All signatures required in this Application Guide are the signature of the AUTHORIZED REPRESENTATIVE. Submitted documents need not contain "wet" signatures, but the APPLICANT must keep all original signed documents.

The AUTHORIZED REPRESENTATIVE can delegate signatory authority to other individuals (by position title) either in entirety or for particular documents. The delegation process requires the AUTHORIZED REPRESENTATIVE to submit a letter (on letterhead) or email to OGALS delegating authority.

Format

The Authorizing Resolution on the following page may be reformatted; however, the *language provided in the resolution must remain unchanged*. Any changes to the language may require OGALS Legal Office review. The time involved with the legal review process may delay application approval and could affect OGALS ability to fund the PROJECT.

Provision 6

Public Resources Code §80001(b)(8 A-G) requires that public agencies receiving funds from this 2018 Bond Act shall consider a range of actions promoting diversity and inclusion as identified in the "Presidential Memorandum—Promoting Diversity and Inclusion in Our National Parks, National Forests, and Other Public Lands and Waters," dated January 12, 2017.

**RESOLUTION OF THE (Title of Governing Body/Council, Board of
Supervisors/Directors) OF (County, District, or Non-Profit Organization)
Approving the Application for
REGIONAL PARK PROGRAM GRANT FUNDS**

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the Regional Park Grant Program, setting up necessary procedures governing the application; and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the Applicant to certify by resolution the approval of the application before submission of said application to the State; and

WHEREAS, successful Applicants will enter into a contract with the State of California to complete the Grant Scope project;

NOW, THEREFORE, BE IT RESOLVED that the (Applicant's Governing Body) hereby:
APPROVES THE FILING OF AN APPLICATION FOR THE (NAME OF PROJECT); AND

1. Certifies that said Applicant has or will have available, prior to commencement of any work on the project included in this application, the sufficient funds to complete the project; and
2. Certifies that if the project is awarded, the Applicant has or will have sufficient funds to operate and maintain the project, and
3. Certifies that the Applicant has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Grant Administration Guide; and
4. Delegates the authority to (designated position) to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the Grant Scope; and
5. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.
6. Will consider promoting inclusion per Public Resources Code §80001(b)(8 A-G).

Approved and adopted the _____ day of _____, 20_____

I, the undersigned, hereby certify that the foregoing Resolution Number _____ was duly adopted by the (Applicant's Governing Body) following a roll call vote:

Ayes:

Noes:

Absent:

_____ (Clerk)

GRANT SCOPE/COST ESTIMATE FORM (CHECKLIST #5)

The GRANT SCOPE/Cost Estimate Form on the following pages has two uses:

1. Establishing the GRANT SCOPE
2. Providing a Cost Estimate for the PROJECT

1. Establishing the GRANT SCOPE

This form will be used to establish the expected deliverables for PROJECT COMPLETION paid for by the RPP GRANT plus COMMITTED FUNDS. This form lists what OGALS, auditors, and the public will expect to see in the park by PROJECT COMPLETION. To be eligible for GRANT payment, all RECREATION FEATURES, and MAJOR SUPPORT AMENITIES must be included on the GRANT SCOPE/Cost Estimate Form.

Use the form to describe only the RECREATION FEATURES and MAJOR SUPPORT AMENITIES that will be complete for final payment before the end of the GRANT PERFORMANCE PERIOD. Do not include future development phases beyond the GRANT plus COMMITTED FUNDS.

For ACQUISITION and DEVELOPMENT combination PROJECTS, a phase that develops a RECREATION FEATURE on the acquired property must be open to the public before the end of the GRANT PERFORMANCE PERIOD.

Pages 5-6 list examples of RECREATION FEATURES and MAJOR SUPPORT AMENITIES.

Directions for establishing the GRANT SCOPE:

Use the following phrases to describe the type of work for each RECREATION FEATURE and MAJOR SUPPORT AMENITY:

- “Acquire approximately _____” (provide acreage and associated parcel numbers that will be acquired). See the definition of ACQUISITION on page 65.
- “Construct a new _____” (identify the new RECREATION FEATURE or MAJOR SUPPORT AMENITY that does not currently exist). Add “with lighting” if applicable.
- “Renovate a _____” (identify the existing RECREATION FEATURE or MAJOR SUPPORT AMENITY). See definition of RENOVATION on page 68. Add “with new lighting” if applicable.

If lighting or landscaping (more than \$50,000) will be installed throughout the PARK and is not specific to a RECREATION FEATURE or MAJOR SUPPORT AMENITY use these phrases:

- “Construct new lighting throughout the park.”
- “Construct new landscaping throughout the park.”

Do NOT list MINOR SUPPORT AMENITIES in the Grant Scope/Cost Estimate Form.

MINOR SUPPORT AMENITIES such as signs, benches, tables, drinking fountains, or fixed bike racks and trash receptacles are commonly understood to be associated with a RECREATION FEATURE.

Fold the cost of a MINOR SUPPORT AMENITY into the cost of its related RECREATION FEATURE. For example: The GRANT SCOPE is “construction of a new playground”. The GRANTEE will have the flexibility to construct or not construct a MINOR SUPPORT AMENITY for the playground such as a bench, a sign, and a drinking fountain. The costs of a MINOR SUPPORT AMENITY will be accepted as part of the construction of the new playground. The construction of the new playground is the expected GRANT SCOPE deliverable for PROJECT COMPLETION.

2. Providing a Cost Estimate on the Grant Scope/Cost Estimate Form.

See the ELIGIBLE COSTS charts starting on page 49 before creating a cost estimate.

- Provide the concept level estimated cost for each RECREATION FEATURE and MAJOR SUPPORT AMENITY described in the Grant Scope/Cost Estimate Form. The estimated TOTAL PROJECT COST on the Grant Scope/Cost Estimate Form must equal the estimated TOTAL PROJECT COST listed on the Application Form.
- If there is an agreement for CONSERVATION CORPS services (Criterion #5C, pages 20, 48), the costs must be built into the lump-sum cost estimate; do not include as a separate line item in the Grant Scope/Cost Estimate Form.
- No more than 25% of the GRANT amount may be spent on PRE-CONSTRUCTION costs.
- OGALS understands that actual costs may change during the course of a PROJECT. In most cases, a revised Grant Scope/Cost Estimate Form is not required when estimated costs fluctuate during the PROJECT. Contingency for costs can be built into the lump-sum cost estimate; do not include as a separate line item in the Grant Scope/Cost Estimate Form. The GRANT ADMINISTRATION GUIDE explains how actual costs are documented and charged to the GRANT.
- As a reminder, for APPLICATION purposes, limit the PROJECT to what can be completed and open to the public at least three months before the end of the GRANT PERFORMANCE PERIOD. TOTAL PROJECT COSTS are costs incurred by the GRANT plus COMMITTED FUNDS only during the GRANT PERFORMANCE PERIOD. Do not include costs for future phases.

Each RECREATION FEATURE and MAJOR SUPPORT AMENITY listed in the GRANT SCOPE, and their related paths of travel from parking lots and roadsides, must be designed to accommodate persons with disabilities per compliance with the Americans with Disabilities Act of 1990 (42 U.S.C. §12101 et.seq.). Account for this when preparing your GRANT SCOPE/Cost Estimate.

GRANT SCOPE/COST ESTIMATE FORM

Follow the directions starting on page 34

GRANT SCOPE ITEMS	ESTIMATED COST
ACQUISITIONS: List each parcel number, acreage, estimated date of purchase, and cost	
DEVELOPMENT: List each RECREATION FEATURE and MAJOR SUPPORT AMENITY	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Estimated Cost for the RECREATION FEATURES and MAJOR SUPPORT AMENITIES (A)	\$
Total Estimated PRE-CONSTRUCTION COST (B)	\$
TOTAL PROJECT COST (A+B)	\$
Requested GRANT Amount	\$
Estimated amount of the GRANT to be charged to PRE-CONSTRUCTION COSTS (cannot exceed 25% of the GRANT)	\$

The APPLICANT understands that this form will be used to establish the expected GRANT deliverables; all of the RECREATION FEATURES and MAJOR SUPPORT AMENITIES listed on this form must be completed and open to the public before the final GRANT payment will be made. The APPLICANT also understands that no more than 25% of the GRANT amount may be spent on PRE-CONSTRUCTION costs. See the ELIGIBLE COSTS charts starting on page 49 before creating a cost estimate.

AUTHORIZED REPRESENTATIVE Signature

Date

FUNDING SOURCES FORM (CHECKLIST #6)

- Use the Funding Source Form to identify each funding source by name and amount.
- Note if the source is state, local city or county, federal, or private.
- If the source is a loan, identify the type of loan. Please be mindful of Grant Contract Provision N:

N. Use of Grant Monies (language below copied from Grant Contract Provisions)

GRANTEE shall not use any grant funds (including any portion thereof) for the purpose of making any leverage loan, pledge, promissory note or similar financial device or transaction, without: 1) the prior written approval of the STATE; and 2) any financial or legal interests created by any such leverage loan, pledge, promissory note or similar financial device or transaction in the project property shall be completely subordinated to this CONTRACT through a Subordination Agreement provided and approved by the STATE, signed by all parties involved in the transaction, and recorded in the County Records against the fee title of the project property.

- Provide a commitment date for each funding source indicating when it was committed to the PROJECT. All additional funds must be secured within four months of the APPLICATION deadline. See the definition for COMMITTED FUNDS.
- If the funding sources change during the course of the PROJECT, a revised form is required within 30 days.
- The TOTAL PROJECT COST listed at the bottom of this form must equal the estimated TOTAL PROJECT COST listed on the Application Form and at the bottom of the GRANT SCOPE/Cost Estimate Form.

FUNDING SOURCES FORM

Funding Source	Date COMMITTED	Amount
Regional Park Program GRANT Request	TBD	\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Grand Total All Funding Sources (Estimated TOTAL PROJECT COST)		\$

The APPLICANT understands that the PROJECT cannot be funded unless the requested GRANT equals the estimated cost needed to complete the PROJECT, or, the requested GRANT plus the total amount of additional COMMITTED FUNDS equals the estimated cost of the PROJECT. If the GRANT is awarded, there will be no need for additional fundraising. The PROJECT must be completed and open to the public before the final GRANT payment is processed. If funding sources change from the time of APPLICATION until PROJECT COMPLETION, the APPLICANT understands this form must be updated within 30 days.

AUTHORIZED REPRESENTATIVE Signature

Date

PROJECT TIMELINE FORM (CHECKLIST #7)

The purpose of this “Project Timeline” requirement is to encourage APPLICANTS to discuss the PROJECT and create a timeline with each agency that will have approval responsibilities. For example: If another agency is responsible for approving a construction permit, the estimated time period for obtaining the permit, along with the agency’s name and a representative’s contact information, should be included in the schedule.

- Add any additional task requirements that are necessary to complete the PROJECT.
- For each task, identify the agency contact who reviewed the schedule and agreed that “the estimated time period set aside to complete the task is reasonable, absent any unforeseen circumstances”. If an item is already complete with no issues, the right two columns can state “Item Complete”.
- Not all tasks in the form are required to be complete by the time of application; however, the form serves as evidence that APPLICANTS are aware of potential time periods for all PROJECT tasks.

Format Notes:

A different format may be used to expand the width of each column, and larger sized paper up to 11x17 may be used. However, the following columns must remain in the same order:

- “Tasks”
- “Start Date Month/Year”
- “End Date Month/Year”
- “Lead Agency...contact information”
- “Notes about potential delays/issues”

As stated in the top left corner of the Form, the list of tasks may be adjusted or reorganized based on each unique PROJECT.

PROJECT TIMELINE FORM (CHECKLIST #7)

STATE OF CALIFORNIA DEPARTMENT OF PARKS AND RECREATION PROJECT TIMELINE FORM

TASKS The below list can be adjusted/reorganized with tasks added/removed unique to each PROJECT.	START DATE (MM/YY)	END DATE (MM/YY)	LEAD AGENCY responsible for task and contact information	NOTES ABOUT ANY POTENTIAL DELAYS/ISSUES
1. Appraisal and Purchase Agreement (for ACQUISITION)				
2. Close of escrow (for ACQUISITION)				
3. Schematic/concept level design with community-based planning and ADA (Americans with Disabilities Act) considerations				
4. Site risk assessment for possible contaminants and other complications				
5. CEQA for the construction scope				
6. Engineer cost estimate				
7. Consultation with CONSERVATION CORPS to consider feasibility				
8. Construction Documents (final design includes the community-based planning results)				
9. Construction Permits				
10. Other permits (Note if Department of Toxic Substances Control, Division of the State Architect, US Army Corps of Engineers, or other regulatory permits as				

PROJECT TIMELINE FORM (CHECKLIST #7)

TASKS The below list can be adjusted/reorganized with tasks added/removed unique to each PROJECT.	START DATE (MM/YY)	END DATE (MM/YY)	LEAD AGENCY responsible for task and contact information	NOTES ABOUT ANY POTENTIAL DELAYS/ISSUES
applicable to the site, are required)				
11. Construction Bid Package Preparation/start Bid Process				
12. Bid Approval for Construction				
13. Environmental cleanup/remediation				
14. Construction Period				
15. Grand Opening/completed for public use with grant completion package (three months before the end of the GRANT PERFORMANCE PERIOD).				
16. Thirty years of operation and maintenance for public use.				Thirty years beginning with APPROPRIATION DATE

I certify that the above timeline has been created with input from each agency contact listed in the right column above. The agency contacts for each milestone above have reviewed the project concept, including its location and scope, and represent that the time period estimated for the step “*is reasonable absent any unforeseen circumstances*”.

AUTHORIZED REPRESENTATIVE Signature

Date

APPLICANT CAPACITY (CHECKLIST #8)

The purpose of this requirement is to evaluate the APPLICANT's capacity to achieve PROJECT COMPLETION as well as 30 years of adequate operation and maintenance.

OGALS analyzes the APPLICANT's experience or capacity for PROJECT COMPLETION and long-term operation and maintenance based on the PROJECT's design as well as previous grant and operational experience. Using this example, if the PROJECT features involve long-term operation and maintenance costs that are low, OGALS may have fewer questions for an APPLICANT with less experience or capacity. If the PROJECT will build higher operation and maintenance cost facilities, and the APPLICANT has less experience or capacity, OGALS may ask additional questions about revenue sources.

OGALS recommends that APPLICANTS consider the projected monthly/annual operation and maintenance costs. These costs include, but are not limited to, water and energy utilities, staffing, repairs, etc. The projected annual cost compared to projected long term funding sources for operation and maintenance must be considered. Another entity can provide operation and maintenance services. However, the CONTRACT requires the GRANTEE to ensure the park is operated and maintained and open to the public.

Provide a response to the following:

1. Describe up to three park or other construction projects completed by the APPLICANT. Include:
 - project address
 - scope of work
 - total project cost
 - funding sources
 - start date, and date of completion
2. Provide an operation and maintenance budget breakdown (chart) showing the monthly and annual total expected cost to operate and maintain this proposed PROJECT (include utilities, routine repairs/upkeep, and staffing costs in the chart).
3. What are the planned funding sources to operate and maintain the proposed PROJECT?
4. Provide the weblink for a list of PARKS and facilities the APPLICANT currently oversees. If a website is not available, please provide the list in this response. OGALS may visit some of the APPLICANT'S PARKS to review the level of ongoing operation and maintenance.

CEQA COMPLIANCE (CHECKLIST #9)

“CEQA” is the California Environmental Quality Act as stated in the Public Resources Code §21000 et seq.; Title 14 California Code of Regulations §15000 et seq. CEQA law establishes policies and procedures that require entities to identify, disclose to decision makers and the public, and attempt to lessen significant impacts to environmental and historical resources that may occur as a result of an entity’s proposed PROJECT. For more information see opr.ca.gov/ceqa/.

The APPLICANT should check with its local city or county planning agency for CEQA compliance information.

Required CEQA documentation:

1. CEQA Compliance Certification Form.
2. Copy of the Notice of Exemption or the Notice of Determination that has been filed or stamped by the County Clerk.

Development Only Projects

The CEQA compliance documentation listed above demonstrates project readiness at the time of APPLICATION. If CEQA is not complete at the time of APPLICATION or submitted within three months of the APPLICATION due date, the project may not be considered for funding. OGALS may ask for updates and documents showing progress to determine if the CEQA analysis is near completion.

The CEQA compliance documentation must give environmental clearance for the actual construction of the PROJECT.

Acquisition and Development Combination Projects

For ACQUISITION and DEVELOPMENT combination projects, OGALS recognizes that APPLICANTS often cannot conduct the CEQA analysis for the construction phase until after the property is acquired. In these situations, CEQA compliance at the time of APPLICATION may be for the ACQUISITION phase only. Items 1-2 above are required. CEQA compliance for the PROJECT construction must be completed within six months of escrow closure. Be mindful of the GRANT PERFORMANCE PERIOD that includes completion of both ACQUISITION and DEVELOPMENT phases.



State of California – The Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION
CEQA Compliance Certification

Grantee: _____

Project Name: _____

Project Address: _____

Is the CEQA analysis complete? ☐ Yes ☐ No

What document was filed, or is expected to be filed for this project's CEQA analysis:

(check one)

Date complete/expected to be completed

☐ Notice of Exemption (attach recorded copy if filed) _____

☐ Notice of Determination (attach recorded copy if filed) _____

If CEQA is complete, and a Notice of Exemption or Notice of Determination was not filed, attach a letter from the Lead Agency explaining why, certifying the project has complied with CEQA and noting the date that the project was approved by the Lead Agency.

Lead Agency Contact Information

Agency Name: _____

Contact Person: _____

Mailing Address: _____

Phone: (____) _____ Email: _____

Certification

I hereby certify that the above referenced Lead Agency has complied or will comply with the California Environmental Quality Act (CEQA) and that the project is adequately described and with sufficient detail to allow the project's construction or acquisition.

I further certify that the CEQA analysis for this project encompasses all aspects of the work to be completed with grant funds.

AUTHORIZED REPRESENTATIVE
(Signature)

Date

AUTHORIZED REPRESENTATIVE
(Printed Name and Title)

FOR OGALS USE ONLY		
CEQA Document	Date Received	PO Initials
<input type="checkbox"/> NOE <input type="checkbox"/> NOD		

PROJECT SITE OWNERSHIP, ACQUISITION, OR LEASE (CHECKLIST #10)

The purpose of this requirement is to ensure the APPLICANT will have SITE CONTROL that allows for PROJECT COMPLETION. PROJECTS may involve multiple parcels of land. For example: An APPLICANT may own part of the PROJECT SITE, and is proposing to acquire an ADJACENT parcel of land. More than one of the following scenarios may apply.

Provide the applicable item(s) below to show how the APPLICANT proposes to have SITE CONTROL over the entire PROJECT SITE:

- The land is already owned by the APPLICANT. **Provide #1 below.**
- The land is not owned by the APPLICANT. The APPLICANT is proposing an ACQUISITION to become the land owner. **Provide #2 below.**
- The land is not owned by the APPLICANT. The APPLICANT will have a lease agreement with the land-owner (school district, utility land owners, etc.). **Provide #3 below.**
- The land is not owned by the APPLICANT. The APPLICANT will do a “TURN-KEY” where it completes the PROJECT then transfers Operation and Maintenance requirements to an eligible grant land-owner with approval from OGALS. **Provide #4 below.**

1. If the PROJECT site is owned in fee simple by the APPLICANT:

- Provide a copy of the deed, or deed recordation number, or title report, or current county assessor's parcel map showing the APPLICANT owns the land.

2. If the APPLICANT is proposing an ACQUISITION to become the land owner:

- Provide a county assessor's parcel map showing the parcel(s) to be acquired that match the parcel numbers listed on the Grant Scope/Cost Estimate Form.
- Provide a letter from the land-owner(s) indicating the intent to sell the property subject to grant award. The letter does not need to include legally binding language. Or, provide a document indicating the land is publicly for sale.

ACQUISITION of land from a willing seller is eligible for reimbursement. ACQUISITION costs associated with condemnation or eminent domain are not eligible for reimbursement.

The land's sale price may be up to, but cannot exceed fair market value. State funds may not be used in part or whole to acquire property above fair market value. If OGALS intends to award the GRANT, and before the GRANT contract will be issued, OGALS will require an appraisal and a written concurrence of the appraisal by an independent third party Certified General (AG) appraiser. orea.ca.gov provides a list of AG appraisers.

The Eligible Costs Chart on page 49 includes appraisals. Appraisal costs incurred during the GRANT PERFORMANCE PERIOD can be reimbursed.

3 and 4. See “Lease Agreement and TURN-KEY Agreements” at parks.ca.gov/rpp.

- These types of agreements are for PROJECTS where the land will not be owned by the APPLICANT. The land must be owned by a public agency or utility and the agreement must be approved by DPR.

CONCEPT LEVEL SITE PLAN (CHECKLIST #11) TO PHOTOS AND COPYRIGHT LICENSE AGREEMENT (CHECKLIST #12)

CONCEPT LEVEL SITE PLAN (CHECKLIST #11)

- Provide a drawing showing where the RECREATION FEATURES and MAJOR SUPPORT AMENITIES listed in the Grant Scope/Cost Estimate Form will be located in the park.
- If the GRANT scope includes the construction of a building(s)
 - Identify the total square footage of the building and note the function and approximate square footage of each space designated for recreation. For community centers, gymnasiums, and visitor/interpretive centers that are proposed for RPP grant funding, at least 75% of the building's square footage must be designed for recreation and public use. Lobby areas, hallways, meeting rooms, office space, storage, and restrooms do not count as square footage designed for recreation.

PHOTOS AND COPYRIGHT LICENSE AGREEMENT (CHECKLIST #12)

In addition to giving reviewers a better understanding of the PROJECT site, items 1 through 3 below may be used to report the “before and after” accomplishments of GRANTEES.

Project Site Photos

Provide up to four 8 ½” x 11” sheets with photos of the PROJECT site. Include captions to orientate the reviewer. Please include at least one panoramic photo that captures as much of the PROJECT site as possible with a background point of reference for potential “before and after” photos.

Design Input Meeting Photos (optional)

1. Provide up to four 8 ½” x 11” sheets with photos of various MEETINGS per Project Selection Criteria 4 on page 19.
 - a. Photos of RESIDENTS actively providing ideas are preferred. The photos do not need to include every RESIDENT that participated. Include a caption that provides the date and location of the MEETING.
2. Include a flash drive of the same PROJECT site and MEETING photos. High-quality resolution is recommended such as 2048 x 1536 pixels. OGALS may highlight awarded projects at ParksforCalifornia.org.
3. Provide one signed Copyright License Agreement (see next page) from the APPLICANT that will cover all photos.

State of California - The Resources Agency
DEPARTMENT OF PARKS AND RECREATION

COPYRIGHT LICENSE AGREEMENT

COPYRIGHT REGISTRATION NO.

ITEM DESCRIPTION

hereafter called the "Material," a copy of which is attached hereto as Exhibit "A".

I, _____, am the creator of, and/or have acquired the intellectual property rights to the Material, and hereby warrant that I have the authority to issue this license and to authorize and release the Material for use by the California Department of Parks and Recreation (the "Department") and its designated agents. I understand that the Department wants to use and reuse the Material, as the Department deems appropriate.

I hereby grant to the Department an unrestricted, fully paid up, world wide, irrevocable, perpetual license to use, reproduce, distribute, create derivative works, publicly display and perform the Material, in whole or in part, in any manner, for any purpose and in any medium now known or hereinafter invented. This right includes, but is not limited to, the right to copy, publish, distribute, alter and publicly display the Material for education, interpretation, advertising and other purposes consistent with the mission of the Department.

I understand that I will not receive any money for this license agreement, or for any use described above. I understand that I will retain the copyrights to the Material, but hereby grant an unrestricted license to the Department.

I release and discharge Department from any and all claims and demands arising out of, or in connection with any use of the Material, including but not limited to, any and all claims of libel, moral rights and invasion of privacy, and/or any claims under the Visual Artists Rights Act. I realize that I cannot withdraw my consent after I sign this form and I realize this form is binding on me and my heirs, legal representatives and assigns.

I am at least 18 years of age and have the right, ability and authority to enter this binding license agreement.

AGREED AND ACCEPTED

BY ▷	DATE	BY ▷	DATE
PRINTED NAME OF PERSON SIGNING		PRINTED NAME OF PERSON SIGNING	
ADDRESS		TITLE	DISTRICT/SECTION
CITY/STATE/ZIP CODE		State of California Department of Parks and Recreation	
PHONE NO.	EMAIL	PHONE NO.	EMAIL

PROJECT LOCATION MAP(S) (CHECKLIST #13) TO CONSERVATION CORPS CONSULTATION PROCESS (CHECKLIST #15)

PROJECT LOCATION MAP(S) (CHECKLIST #13)

- Provide a map showing highway and street access to the PROJECT. Ensure the PROJECT site is clearly shown on the map.

NON-PROFIT REQUIREMENTS (CHECKLIST #14)

Only for non-profit organization applicants.

Please provide items 1-2 below:

1. Letter of Determination from the Internal Revenue Service indicating current 501(c)(3) status
2. First two pages of the NON-PROFIT'S most recently filed federal 990 forms

The following are not required in the APPLICATION. OGALS reserves the right to request the following four items at any time during the review process:

- Articles of Incorporation
- Mission Statement
- Income statement showing revenue and expenditure projections for the next calendar or fiscal year
- Balance sheet showing assets and liabilities for most recent Fiscal Year

CONSERVATION CORPS CONSULTATION PROCESS (CHECKLIST #15)

Public Resources Code Section 80016 states “To the extent feasible, a project whose application includes the use of services of the California Conservation Corps or certified community conservation corps, as defined in Section 14507.5, shall be given preference for receipt of a grant under this division.”

The California Conservation Corps (CCC) and the California Association of Local Conservation Corps (CALCC) developed this consultation process:

1. Applicants are encouraged to reach out to both the CCC and CALCC as early as possible before the APPLICATION deadline to obtain the required “Proposition 68 Corps Consultation Review Document.” The document and guidance can be provided by the contacts below.
2. Email the “Proposition 68 Corps Consultation Review Document” to both the CCC and CALCC emails below.
3. After completing their consultation process, provide the “Corps Consultation Review Document” in this APPLICATION submittal.
4. The response to Project Selection Criteria #5.C will also describe the agreed services and cost estimate, if applicable.

Consultation Contacts:

- California Conservation Corps Consultation Email: Prop68@ccc.ca.gov
Phone: (916) 341-3272
- California Association of Local Conservation Corps Consultation
Email: Inquiry@Prop68CommunityCorps.org Phone: (916) 426-9170 x4

III. Eligible Costs

This section provides rules and examples of ELIGIBLE COSTS for ACQUISITION and DEVELOPMENT.

ACQUISITION Costs

The following chart provides examples of ELIGIBLE COSTS for ACQUISITION.

ACQUISITION COSTS (Up to 100% of GRANT Amount)	EXAMPLES
Purchase price of the property and other activities necessary to complete the ACQUISITION.	<ul style="list-style-type: none"> ● Appraisals, surveys ● Preliminary title reports ● Title insurance fees ● Escrow fees and purchase price ● Relocation costs: costs resulting in the displacement of tenants (not willing sellers or GRANTEES) pursuant to Government Code §§7260 – 7277. <ul style="list-style-type: none"> ● If the GRANT is not paying for relocation costs, the GRANTEE must ensure that the willing seller is paying displaced tenants in compliance with Government Code §§7260 – 7277. ● Employee services: see accounting rules for employee services explained in the GRANT ADMINISTRATION GUIDE. ● PROJECT/GRANT administration and accounting

DEVELOPMENT Costs

DEVELOPMENT includes PRE-CONSTRUCTION COSTS and CONSTRUCTION COSTS.

PRE-CONSTRUCTION is the phase that includes planning, design, construction documents, and permits necessary before construction can begin. No more than 25% of the GRANT amount may be spent on PRE-CONSTRUCTION COSTS.

For the purpose of the GRANT, PRE-CONSTRUCTION COSTS occur:

- during the planning, design, and permit phase of the PROJECT, before construction can begin, and
- end when ground-breaking construction activities such as site preparation, grading, or gutting begins.

CONSTRUCTION COSTS start when:

- ground-breaking construction activities such as site preparation, grading, or gutting begins after the necessary PRE-CONSTRUCTION phase has concluded.

ELIGIBLE COSTS

PRE-CONSTRUCTION AND CONSTRUCTION COSTS

The following charts provide examples of ELIGIBLE COSTS for PRE-CONSTRUCTION and CONSTRUCTION COSTS.

PRE-CONSTRUCTION COSTS (Maximum 25% of GRANT amount)	ELIGIBLE COSTS EXAMPLES
Costs incurred during the planning, design, and permit phase of the project <u>before</u> construction begins.	<ul style="list-style-type: none"> ● Community-based planning MEETINGS/focus groups/design workshop costs. May include multi-lingual translation, materials, etc. ● Plans, specifications, construction documents, and cost estimates ● Permits ● CEQA ● SITES Certification or LEED Certification ● Premiums on hazard and liability insurance to cover personnel or property ● Fidelity bond premium cost ● Bid packages ● Employee services: see accounting rules for employee services explained in the GRANT ADMINISTRATION GUIDE. ● PROJECT/GRANT administration (excluding grant writing) and accounting.

CONSTRUCTION COSTS (Up to 100% of GRANT Amount)	ELIGIBLE COSTS EXAMPLES
Costs incurred during the construction phase of the PROJECT when ground-breaking construction activities such as site preparation, grading, or gutting begins.	<ul style="list-style-type: none"> ● Site preparation, grading, gutting, demolition ● Foundation work ● Purchase and installation of permanent equipment: playground equipment, benches, signs, display boards, sounds systems, video equipment, etc.

Costs incurred during the construction phase of the PROJECT when ground-breaking construction activities such as site preparation, grading, or gutting begins.

- **Construction supplies and materials:** may be drawn from central stock if claimed costs are no higher than supplies or materials purchased elsewhere.
- **Construction equipment owned by GRANTEE:** equipment owned by the grantee may be charged to the grant for each use. Rental rates published by the California Department of Transportation may be used as a guide. For audit purposes, a report or source document must describe the work performed, indicate the hours used, relate the use to the GRANT SCOPE, and must be signed by the operator or supervisor.
- **Construction equipment rented or purchased by GRANTEE:** equipment may be rented or purchased, whichever is the most economical use of GRANT funds. For purchased equipment, the GRANT will pay for the rental price equivalent in proportion to the time the purchased equipment is used on the GRANT SCOPE. (Rental rates published by the California Department of Transportation may be used as a guide.) The GRANT will pay for the total cost of the equipment if the purchase price is less than the rental price equivalent. Any funds earned by the GRANTEE from the sale of equipment purchased with the GRANT must be spent on the PROJECT.
- **Construction management:** including site inspections, scheduling mobilization, directing equipment, materials, and construction personnel.
- **Employee services:** see accounting rules for employee services explained in the GRANT ADMINISTRATION GUIDE.
- **PROJECT/GRANT administration and accounting**
- **Miscellaneous costs:** other costs incurred during the construction phase, such as transporting materials, equipment, personnel, communications and landscape establishment periods.

INELIGIBLE COSTS

INELIGIBLE COSTS

INELIGIBLE COSTS	EXAMPLES OF INELIGIBLE COSTS
Cannot be charged to the GRANT	<ul style="list-style-type: none"> ● Outside PARK/PROJECT SITE boundaries: streets, traffic lights, or other infrastructure not located within the PARK/PROJECT SITE. ● Outside the GRANT PERFORMANCE PERIOD: costs incurred before or after the GRANT PERFORMANCE PERIOD. ● Projects imposed on an APPLICANT through legal mitigation. ● Indirect costs: overhead business expenses <u>of the GRANTEE'S fixed or ordinary operating costs:</u> (rent, mortgage payments, property taxes, utilities, office supplies). ● Fundraising ● Food ● Grant Writing ● Operation and Maintenance, moveable equipment ● Record keeping discrepancies <ul style="list-style-type: none"> ● Charging employee services without documentation of actual time spent on the project. ● Lack of source documents (no evidence of invoices, bid process, payment receipts, etc.) ● See GRANT ADMINISTRATION GUIDE'S "Accounting Requirements" for additional guidance.

IV. Appendices

TECHNICAL ASSISTANCE FOR APPLICANTS

This page summarizes the assistance available to APPLICANTS.

To ensure a fair process, OGALS' RPP experts will provide all APPLICANTS with correct and consistent guidance.

All statewide APPLICANTS are encouraged to access the following:

Application Workshops by OGALS

Over five Application Workshops will be offered throughout California. OGALS' RPP experts will give a page-by-page review of this Application Guide. The workshops are in-person and are highly interactive. Questions are encouraged to promote an exchange of ideas.

Access to Program Experts

OGALS' RPP experts will strive to give outstanding customer service to all APPLICANTS. APPLICANTS are encouraged to call, email, or schedule in-person meetings when guidance is needed. A list of OGALS' RPP experts will be available at parks.ca.gov/rpp.

Assistance with Incomplete Application Documents

OGALS may contact APPLICANTS to explain what corrections are needed. OGALS does not automatically disqualify an APPLICATION if a document is incomplete or needs a correction with the exception of the Project Selection Criteria.

OGALS' RPP experts can also preview documents before the APPLICATION deadline.

Strengths and Weaknesses

APPLICANTS that do not receive a grant award can get "strengths and weaknesses" feedback based on the Project Selection Criteria. This feedback may be useful to APPLICANTS if another ROUND of funding is available.

Grant Administration Workshop

APPLICANTS who receive a grant award will attend a mandatory GRANT administration workshop. During the workshop, OGALS and DPR auditors will provide an in-depth review of the GRANT ADMINISTRATION GUIDE that explains the requirements and forms necessary for administration. OGALS staff are also available to answer administrative questions through PROJECT COMPLETION.

PROJECT SELECTION CRITERIA GUIDANCE

This section gives technical assistance for Project Selection Criteria 1 through 9 found on pages 15 to 28.

PROJECT SELECTION CRITERION 1 {MEDIAN HOUSEHOLD INCOME} ON PAGE 15

The FactFinder Handbook at parks.ca.gov/rpp includes visual examples and tips to select a competitive origin.

The APPLICANT may choose any point in or on the boundary of the proposed REGIONAL PARK to create the FactFinder Report.

Proposition 68 (2018 Bond Act) §80008(a)(1) requires that at least 20% (\$4,600,000) of the \$23,000,000 is allocated to projects serving severely disadvantaged communities with a Median Household Income (MHI) below \$38,270 (60% of the statewide average).

OGALS recognizes that REGIONAL PARKS will attract RESIDENTS who live from surrounding communities. However, for bond accountability purposes, the MHI of each PROJECT SITE will be reported.

PROJECT SELECTION CRITERION 2 {SIGNIFICANT REGIONAL ATTRACTION} ON PAGE 16

Consider how the PROJECT will make the REGIONAL PARK a special destination that people will be willing to travel to from surrounding communities.

Design themes can establish a sense of place by celebrating the surrounding history, culture, environmental, natural/scenic, notable people, or athletic recreation destination.

PROJECT SELECTION CRITERION 3 {TYPE OF PROJECT} ON PAGE 17

For the APPLICATION to be competitive, the proposed PROJECT must include either the creation or renovation of at least one NEW RECREATION FEATURE.

APPLICANTS are encouraged to consider creating at least one new RECREATION FEATURE. Whether the REGIONAL PARK will be an athletic sports center, natural/scenic destination, or a cultural/historical destination, or a combination of these, projects that include a new or extended MULTI-USE TRAIL will be more competitive.

- Public Resources Code Section 80065(a) gives preference to PROJECTS that include a MULTI-USE TRAIL. A MULTI-USE TRAIL is a looped or linear pathway designed for non-motorized recreational use including physical exercise or nature viewing or historical sightseeing separate from motorized traffic. The intended recreation use must include at least two of the following:
 - 1) running/walking/blading
 - 2) biking
 - 3) universal access
 - 4) equestrian use

PROJECT SELECTION CRITERION 4 {DESIGN INPUT} ON PAGE 19

Effective, highly used and safe PARKS are designed using significant community input. APPLICANTS are encouraged to partner with community-based organizations and local leaders that can help outreach to RESIDENTS.

While a survey and online methods may be used during the process, having MEETINGS to get DESIGN input allowing participants to build ideas upon one another is encouraged.

MEETINGS can promote a group dynamic, with participants building upon the ideas of one another. Engaging and interactive group discussions can lead to a more in-depth understanding of what the RESIDENTS of nearby communities need.

Input can range from the selection and location of facilities, to the detailed design of those facilities, park beautification such as landscaping and public art, creating a “sense of place” by depicting the area’s natural and cultural history, and safe public use ideas.

Different types of creative MEETINGS can be used for PARK planning and DESIGN, such as:

- Focus groups
- DESIGN workshops
- PARK DESIGN activities with students at the schools nearest to the PROJECT

Schedule convenient locations and times for the RESIDENTS using cost-effective approaches, such as:

1. Have MEETINGS where RESIDENTS will already be present. For example, facilitate MEETINGS with students in their classes or add to the agendas of neighborhood/community-based organization MEETINGS where RESIDENTS will be available.
2. APPLICANTS or a partnering community group can set up a banner, easels, and tables on a Saturday morning and knock door-to-door inviting residents to join neighbors and discuss PARK DESIGN ideas. Neighborhood/community-based organizations and schools may let you use their meeting space. Use community festivals, cook-outs, and other events that attract RESIDENTS.
3. Schedule multiple MEETINGS to accommodate RESIDENTS with different employment and family schedules, including weekend or evening hours.
4. Scheduling a trip to the proposed PROJECT SITE may also be helpful to get design input.

PROJECT SELECTION CRITERIA 4 {DESIGN INPUT} ON PAGE 19

Inviting the RESIDENTS is an important factor for attendance. If they do not know about the MEETINGS, they will not come. Involving a BROAD REPRESENTATION of RESIDENTS to DESIGN the PARK ensures that it will meet the diverse needs of the surrounding communities.

- Different types of methods can be used to invite and encourage RESIDENTS to participate:
 1. Partner with community leaders and organizations to assist with outreach. Local leaders that have a strong relationship with RESIDENTS may help increase participation.
 2. Providing incentives to attend is a technique that agencies have used to increase turnout. Make the incentives clear in the invitations.
 3. Post flyers in high foot traffic areas such as bus stops, major intersections, stores, schools, community centers, and libraries. Provide invitations and meeting materials in predominantly-spoken languages in the community. If needed, have an interpreter present at meetings.
 4. Door-to-door in-person invitations.
 5. Mail invitations that may include surveys (same language idea noted above).
 6. Notices distributed at local schools.
 7. Scheduling one or more MEETINGS where RESIDENTS will already be present.
- The cumulative effect of the MEETINGS should result in a BROAD REPRESENTATION. For example, meeting with youth at a school, seniors at a center, or parents at a PTA meeting may not get you a BROAD REPRESENTATION in each meeting, but when each meeting is added with others, the combination does.
- Using easels or other means for the RESIDENTS to provide visuals (e.g. sketches) of their ideas is an effective way to enable the RESIDENTS to DESIGN the PARK. Engage children at the meetings by providing them with pictures, stickers and art materials or other tools to articulate ideas. Some children may also add to group discussions.
- RESIDENTS will often have practical ideas about locating features. For example, a parent may suggest playgrounds near spectator bleachers.
- Public art or beautification ideas can link with Criteria 2 and 5.
- To help the RESIDENTS prioritize the selection of their preferred RECREATION FEATURE(S), make budget limitations and projections clear to RESIDENTS. The MEETINGS will take place before the APPLICATION is sent to OGALS. Make it clear to RESIDENTS that this program may be highly competitive, funding is not guaranteed, and be prepared to discuss other options.

PROJECT SELECTION CRITERION 5 {EMPLOYMENT OR VOLUNTEER OPPORTUNITIES} ON PAGE 20

Resident Employment or Volunteers

This criterion encourages and is designed to give RESIDENTS a sense of “ownership” to increase the use, safety, and care for the PROJECT SITE. The criterion also provides opportunities to help build resumes for career pathways.

Provide a recruitment strategy for targeting RESIDENTS from the disadvantaged community(s) by contacting one or more of the following: employment offices, schools, job training programs, or partnering with a community organization, etc. Utilizing established resources/volunteer programs are acceptable.

Use the Community FactFinder overlays to determine disadvantage community(s). Do not send an additional FactFinder report with the APPLICATION.

Employees or volunteers do not have to be from the same half-mile radius that was used in Criterion #1.

A combination, or just one, of these meaningful examples can be used to obtain the 3 points:

- Outreach to RESIDENTS during community-based planning (youth leadership and community organizing)
- MEETINGS assistance
- Plant trees in the park
- Make art tiles/mosaics and add them to walls or walkways in the park, paint murals
- Training for RESIDENTS provided by contractors
- Create a community garden
- Create or restore natural habitat
- Other employment or volunteer OUTDOOR LEARNING OPPORTUNITIES with designing, landscaping, or constructing the park.

For example, 5 youth taught to lead community-based planning, landscaping by 5 people, and 10 students creating public art reaches the goal of benefiting 20 RESIDENTS.

The employment or volunteer opportunities must occur by PROJECT COMPLETION. (Not long-term operation/programs after PROJECT COMPLETION.)

CONSERVATION CORPS Consultation Process

Use of the Corps Consultation Process is voluntary; however, to receive the 3 points, APPLICANTS must follow the “Corps Consultation Process for Proposition 68” established by the California Conservation Corps (CCC) and California Association of Local Conservation Corps (CALCC).

Use the instructions on page 48, Checklist Item 15. It is recommended that consultation begin more than one month prior to the APPLICATION deadline.

If either the CCC or CALCC offers to work on the PROJECT, but the APPLICANT does not agree to use any of the CONSERVATION CORPS’ offered services, 0 points will be awarded. Prop 68 Public Resources Code §80016 gives preference to PROJECTS that include the use of CONSERVATION CORPS services.

PROJECT SELECTION CRITERION 6 {PARTNERSHIPS OR COMMITTED FUNDING} ON PAGE 22

Partnerships involving the HEALTH sector

“HEALTH ORGANIZATION” is broadly defined to mean a government, foundation or community-based organization, or private entity with a primary mission of promoting community design principles supporting physical activity, active transportation, social and mental wellness, nutrition, housing-related anti-displacement strategies, and a thriving environment.

To form new partnerships with the HEALTH sector, APPLICANTS may want to consider local health departments, health insurance companies or local hospitals and clinics, NON-PROFIT health advocates or community-based organizations, and even statewide or national health foundations.

The 2018 Bond Act (Proposition 68) Public Resources Code §80001 (a)(5)) declared “The California Center for Public Health Advocacy estimates that inactivity and obesity cost California over forty billion dollars annually through increased health care costs and lost productivity due to obesity-related illnesses, and [investments in infrastructure improvements to promote physical activity] would result in significant savings.”

Additionally, California’s Statewide Comprehensive Outdoor Recreation Plan (SCORP) has identified Park and HEALTH ORGANIZATIONS as having mutual goals for using recreation to improve HEALTH and wellness. [ParksforCalifornia.org](https://www.parksforcalifornia.org).

Examples of partnerships

Partners can donate volunteer services or materials without a cash contribution. For example: a partner assisting with outreach and MEETINGS with RESIDENTS (see Criterion #4 Technical Assistance) can count as one point, a partner contributing materials can count as a second point, and a partner leading a PARK beautification effort such as public art can count as a third point.

Other examples can include partial or full donation of land, and grants or other funding contributions from an agency other than the APPLICANT until PROJECT COMPLETION

There is no point advantage for greater amounts of COMMITTED FUNDS. Cash contributions are not required to receive the maximum 3 points.

Public Resources Code §80001(b)(2) gives priority to PROJECTS that “*leverage private, federal, or local funding or produce the greatest benefit.*” PROJECTS that “*produce the greatest benefit*” are prioritized through a statewide analysis of all Project Selection Criteria 1 through 9 responses.

Time period: To receive up to three points, the partnership contributions will occur between June 5, 2018, until PROJECT COMPLETION. Do not include operation and maintenance and long-term programs after PROJECT COMPLETION.

PROJECT SELECTION CRITERION 7(A) {ENVIRONMENTAL DESIGN} ON PAGE 23

Criteria 7(A)(3)

- A potential resource guide for recycled material content is available at the CalRecycle website: calrecycle.ca.gov.
- “Separation and recycling of recoverable materials” may include the recycling of demolished buildings, concrete, wood, or steel that will be removed when creating a NEW PARK.

Criteria 7(A)(4)

- The “California Invasive Plants Inventory” published by the California Invasive Plant Council may be helpful: cal-ipc.org/plants/inventory.

PROJECT SELECTION CRITERION 7(B) {ENVIRONMENTAL DESIGN} ON PAGE 24

In addition to the four sustainable techniques that are listed in Criteria 7(A), the PROJECT will need to include three more techniques for efficient use of energy, water, and other natural resources, in order to obtain the maximum 7 points.

Other natural resource conservation and ecological techniques include but are not limited to:

1. Create iconic “place-making” with native vegetation landscapes and locally crafted RECREATION FEATURES.
2. Create RECREATION FEATURES using locally sourced materials to reduce environmental impacts from global transportation.
3. Replace blighted property with a PARK to beautify the community.
4. Use sustainable trail design techniques (i.e. following topographic contours to minimize trail erosion, minimal use of turnpikes, causeways, puncheons/boardwalks, or other structures unless needed to accommodate curvilinear design).
5. Use of rapidly renewable (harvested within a ten-year cycle) building materials; agrifiber, linoleum, wheatboard, strawboard, bamboo, and wool or cotton insulation.
6. Use of certified wood (environmentally responsible forest management certified by the Forest Stewardship Council)
7. Reduce urban heat island effects
8. Preserve special status trees. Preserve and restore native wildlife habitat (biodiversity).
9. Create native gardens and other habitats for native pollinators.
10. Protect and restore riparian and wetland buffers
11. Repair or restore damaged or lost streams, wetlands, and coastal habitat
12. For buildings, using any of the following qualifies as a technique. a) Energy efficient outdoor lighting, solar tubes, skylights, and skylids for indoor lighting. b) Design and locate buildings considering sun orientation for heating, cooling and lighting needs. c) Minimize building heating and cooling requirements with vegetation on roof-tops or use of shade trees. d) Comprehensive building insulation. e) Cooling/heating system efficiency f) Low flow water fixtures.

PROJECT SELECTION CRITERIA 7(B)(1) {GREENHOUSE GAS EMISSIONS REDUCTION AND CARBON SEQUESTRATION} ON PAGE 24

The 2018 Bond Act's PRC §80001(b)(7) encourages measurement of carbon emission reductions and carbon sequestrations for Greenhouse Gas Reduction.

If the PROJECT involves tree planting, provide an estimate of the number of trees to be planted and any other details regarding tree planting known at the time of APPLICATION. If the GRANT is awarded, and before PROJECT COMPLETION, GRANTEES may be required to report the following information about the PROJECTS:

- Tree species
- Size of trees at planting
- Information on the distance and direction to the nearest building (if applicable)
- Information on the age and climate control of any nearby buildings (if applicable)
- Information about the tree's growing conditions

The i-Tree site at planting.itreetools.org. may be used as a measurement tool for GRANTEES.

If the PROJECT does not involve tree planting, state “the PROJECT does not involve tree planting” in the response to Project Selection Criteria 7(B)(1) and select an alternate technique. Examples for alternative techniques are listed on the previous page above.

PROJECT SELECTION CRITERIA 7(C) {SITES OR LEED CERTIFICATION} ON PAGE 25

SITES-certified landscapes

- Help reduce water demand, filter and reduce stormwater runoff, provide wildlife habitat, reduce energy consumption, improve air quality, improve human health and increase outdoor recreation opportunities.
- Information on the SITES program is located at: sustainablesites.org/certification-guide.

LEED Certified Buildings

- Includes construction or renovation of a building larger than 2,000 gross square feet can achieve LEED Certification.
- Information on the LEED program is located at usgbc.org.

PROJECT SELECTION CRITERION 8(A) AND (B) {HOURS OF OPERATION} ON PAGE 26

Hours of Operation: Holidays are excluded from DAILY ACCESS considerations. Weather is also excluded because the weather (such as snow) cannot be controlled. Seasonal closures are allowed.

PROJECT SELECTION CRITERIA 8(C) {PUBLIC USE FEES} ON PAGE 26

Fees: Fees can be a barrier for access. APPLICANTS are encouraged to find partners or have an operation plan that will offset the need to charge fees to the general public for PROJECTS funded by this program.

- **Activity or program fees/league registration fee:** If the activity or permit fee is required at all times to enter and use the project, then it does affect the score. For example, if the PROJECT is a soccer field, and only soccer teams can use the field by permit, then the fee charged to join the team/league counts. Using the same example, if the general public can use the soccer field without paying, indicate when the field will be available for the general public.
- **Fees based on residency:** GRANTEES cannot apply differences in admission or other fees on the basis of residence for state-funded projects.
- **Fees based on income:** For the purposes of this program, the entrance or membership fee will be calculated based on what any person would pay to be able to use the PARK before having to prove they are affected by poverty. APPLICANTS should consider members of the public affected by poverty as the baseline for determining what the fee will be for everyone.
- **Vehicle Entrance Fees or Parking fees:**
 - If the REGIONAL PARK charges a flat fee per vehicle, regardless of the number of persons, the vehicle entrance fee will be used for the scoring chart on page 27. If the entrance fee is per person within the vehicle, the per person fee will be used.
 - **Parking fees:** If the only way to enter the PARK is by driving, the parking fee will count as an entrance fee. If pedestrians can easily enter the PARK without paying to enter, the parking fee would not affect the score.
- **Weekend Fees:** If Saturday or Sunday fees are higher than the weekdays, the Saturday/Sunday rate will be used since people generally have more time to travel to regional parks on weekends.
- **Costs to use certain RECREATION FEATURES:** If the majority of the grant request will pay for one or more facilities that are free, the \$0 charge will be considered. If a facility with an entrance fee is the majority cost of the grant request, the entrance fee will be considered when evaluating the response. This includes nighttime lighting fees.
- **Rental fees for parties or other special functions:** Rental costs that are not part of a facility's usual daily entrance fees are excluded from the fee calculation.
- **Fixed fee rate during the 30-year contract performance period:** Grantees can contact OGALS if inflation affects the rate in this criterion over the 30 years.

PROJECT SELECTION CRITERION 9(A) {BENEFITS} ON PAGE 28

Projects that will meet multiple needs of youth, seniors, and families will be more competitive than ones that provide a single use for a more limited group. The DESIGN MEETINGS with youth, seniors, and families should result in the DESIGN of a PARK that will benefit their HEALTH and quality of life. Consider how the DESIGN of the PARK will improve each of these conditions:

Physical Activity - to benefit the HEALTH and quality of life for youth, seniors, and families. PARKS can provide places for individual or team sports, jogging or walking, and other exercise that can improve HEALTH and help prevent obesity and diabetes. PARKS can provide space for community gardens that can support intergenerational recreation, and fruits and vegetables grown by RESIDENTS in PARKS could support healthy eating.

Cultural Enrichment - Performing arts facilities can support cultural recreation such as dance, theater, and music, Native American gardens, which can improve the HEALTH and quality of life for all. Cultural conditions can be improved through public art in PARKS such as mosaics, murals, and sculptures that reflect and celebrate the history and diverse cultures of the region. Older existing PARKS may have their own unique histories which can be told through public art.

Environmental Education - History of the area can be taught through panels, public art, or outdoor classrooms. Environmental design techniques can also be interpreted to show how energy and water can be conserved, or understanding ecosystems.

Advancing Solutions that Prevent Displacement – Public Resources Code §80001(b)(1) of the 2018 Bond Act (Prop. 68) states: “To the extent practicable, priority for grant funding under this division will be given to a project that advances solutions to prevent displacement.”

When an economically disadvantaged area experiences new for-profit real estate investments, RESIDENTS affected by poverty may be priced out of their homes.

In the response to the “Advancing Solutions that Prevent Displacement” section on page 31, describe the following:

- If RESIDENTS are vulnerable to “displacement”, describe a plan to partner with an organization(s) that supports “housing-related anti-displacement strategies.” The Prevention Institute’s report titled [Healthy Development Without Displacement: Realizing the Vision of Healthy Communities for All](#) gives helpful technical assistance. “Housing-Related Anti-Displacement Strategies” are listed on page 22 of the Prevention Institute’s report.*
- If RESIDENTS are not vulnerable to “displacement”, explain why. For example, is there a lack of current or planned real estate investments that would price-out economically disadvantaged RESIDENTS from their homes? Or, is there effective affordable housing support already in-place? Or, are the RESIDENTS considered an economically secure community? If there are clear reasons why “displacement” is not applicable, a description about advancing displacement solutions is not needed.

*How can a PARK PROJECT “advance solutions to prevent displacement?”

PARK DESIGN MEETINGS (Project Selection Criterion 4 on page 20) can attract RESIDENTS, agencies, and organizations to work together, leading to innovative partnerships.

PROJECT SELECTION CRITERION 9(B) {READINESS} ON PAGE 31

Applicants will demonstrate project readiness by completing and meeting the intent of all APPLICATION requirements listed in the Application Checklist per page 11.

PROJECT SELECTION CRITERIA REQUIREMENTS

To ensure there is a clear understanding of required deliverables for PROJECT COMPLETION, avoid discussing future phases in your response to the Project Selection Criteria/APPLICATION. Only discuss elements that will be completed within the GRANT PERFORMANCE PERIOD using the GRANT plus COMMITTED FUNDS.

If the GRANT is awarded, responses to the Criteria listed below will be included in a “Project Status Report” sent to GRANTEES every six months until PROJECT COMPLETION. This serves as a reminder of what the APPLICANT committed to during the competitive process.

- Criterion 4 (ideas that will be included)
- Criterion 5 (employment or learning opportunities)
- Criterion 7 (environmental design)
- Criterion 8 (fees and hours of operation)
- Criterion 9 (project benefits)

DEFINITIONS FOR ALL WORDS AND TERMS IN SMALL CAPS

ACQUISITION – to gain ownership of land or obtain a permanent easement. A lease or rental is not considered ACQUISITION.

ADJACENT – property next to or across the street from a PARK that existed before the APPROPRIATION DATE.

APPLICANT – an entity requesting GRANT funding through a competitive process.

APPLICATION – the required attachments listed in the Application Checklist on page 11.

APPROPRIATION DATE – begins on July 1st of the State fiscal year when program funding is authorized by the legislature.

AUTHORIZED REPRESENTATIVE – the position appointed by the APPLICANT’S governing body to sign all required GRANT documents. The AUTHORIZED REPRESENTATIVE can designate an alternate by informing OGALS in writing.

BROAD REPRESENTATION – the inclusion of DESIGN ideas from RESIDENTS that may have different recreational needs, including youth, seniors, and families. Inclusion of people with disabilities, single adults, and immigrants are also encouraged. The sole involvement of an advocacy group or league likely to promote a specific RECREATION FEATURE does not meet this intent.

CEQA – the California Environmental Quality Act as stated in the Public Resources Code §21000 et seq.; Title 14 California Code of Regulations §15000 et seq. opr.ca.gov/ceqa

COMMITTED FUNDS – the APPLICANT has secured all additional funds needed to complete the PROJECT. Secured funds are cash in hand or having a contract or other binding agreement with another entity(s) obligating the additional funds. Future fundraising plans are not COMMITTED FUNDS.

CONSERVATION CORPS –

- California Conservation Corps (CCC) – a State workforce development program that employs 18-25 year-olds for environmental conservation or enhancement projects, fire protection, and emergency response. ccc.ca.gov
- California Association of Local Conservation Corps (CALCC) – non-profit organizations certified by the California Conservation Corps to provide community and conservation work, education, and job training. calocalcorps.org

CORPSMEMBERS – youth enrolled in the California Conservation Corps and/or Community Conservation Corps, as defined by Public Resources Code 14507.5

DEFINITIONS FOR ALL WORDS AND TERMS IN SMALL CAPS

CONSTRUCTION COSTS – costs incurred starting when ground-breaking construction activities such as site preparation, grading, or gutting begins, and continuing to the end of the GRANT PERFORMANCE PERIOD.

CONTRACT – an agreement specifying the GRANT obligations between the GRANTEE and DPR.

COVERED PARKS – a large shade or snow protection structure over sports fields, courts, or playgrounds in areas of the State where the weather would otherwise diminish seasonal outdoor recreation.

DESIGN – preliminary PROJECT concepts and drawings achieved through the community-based planning MEETINGS, before the completion of engineer/construction documents.

DEVELOPMENT – to construct a new RECREATION FEATURE or MAJOR SUPPORT AMENITY, or RENOVATION of an existing RECREATION FEATURE.

DISTRICT – one of the following as defined in RPP legislation:

1. A regional park district and regional open-space districts formed pursuant to Division 5, Chapter 3, Article 3 (commencing with Section 5500) of the Public Resources Code.
2. Open-Space Authorities formed pursuant to Public Resources Code Division 26 (commencing with Section 35100)

ELIGIBLE COSTS – expenses incurred during the GRANT PERFORMANCE PERIOD to complete the GRANT SCOPE approved by OGALS through a fully executed CONTRACT.

EXPAND/EXPANSION – the PROJECT will add PARK SPACE acreage to an existing ADJACENT PARK.

GRANT – the amount of funds made available to a GRANTEE for completion of the GRANT SCOPE during the GRANT PERFORMANCE PERIOD.

GRANTEE – an entity having a CONTRACT with DPR for a GRANT funded by the Regional Park Program.

GRANT ADMINISTRATION GUIDE – the document titled the “GRANT ADMINISTRATION GUIDE for 2018 Bond Act (Proposition 68)” that provides requirements and forms for GRANT administration.

GRANT PERFORMANCE PERIOD – the period of time, starting with the APPROPRIATION DATE, when ELIGIBLE COSTS may be incurred by the GRANTEE and charged to the GRANT. The period will be posted at parks.ca.gov/rpp.

GRANT SCOPE – the RECREATION FEATURES and MAJOR SUPPORT AMENITIES listed in the GRANT SCOPE/Cost Estimate Form that must be completed prior to final GRANT payment. Also, see the definitions of TOTAL PROJECT COST.

DEFINITIONS FOR ALL WORDS AND TERMS IN SMALL CAPS

HEALTH – a state of physical, mental and social well-being and not merely the absence of disease.

HEALTH ORGANIZATION – a government, foundation or community-based organization, or private entity with a primary mission of promoting community design principles supporting physical activity, active transportation, social wellness, mental wellness, nutrition, housing-related anti-displacement strategies, and a thriving environment.

JOINT POWERS AUTHORITY – an agreement that includes a County and/or a DISTRICT to perform services, cooperate with or lend powers for the operation and maintenance of PARK land. For a joint powers authority to be eligible, one of the following must be a member: a County, or an eligible DISTRICT.

MAJOR SUPPORT AMENITY –

1. Parking lot, restroom building, or other non-recreational facility located within a Project site.
2. Lighting and landscaping to improve the appearance of the PARK.

MEETING – RESIDENTS worked together as a group in person with the APPLICANT or with the APPLICANT’S partnering regional or community-based organization(s) to DESIGN the PARK.

The type of meeting can be creative, cost-effective, and non-traditional. Formal public hearings are not required.

MINOR SUPPORT AMENITY – a permanent support item such as a sign, bench, small fence, or drinking fountain that costs, by itself, less than \$50,000 at the time of APPLICATION.

MULTI-USE TRAIL – a looped or linear pathway designed for non-motorized recreational use including physical exercise or nature viewing or historical sightseeing separate from motorized traffic. The intended recreation use must include at least two of the following: 1) running/walking/blading and 2) biking and 3) universal access and 4) equestrian use.

NEW PARK – the PROJECT will create a PARK on property that was not open to the public as a PARK prior to the application deadline.

NEW RECREATION FEATURE – construction of a new RECREATION FEATURE. Or, for RENOVATION, an existing RECREATION FEATURE will be improved beyond its original condition.

DEFINITIONS FOR ALL WORDS AND TERMS IN SMALL CAPS

NON-PROFIT – any non-profit entity qualified to do business in California under Section 501(c)(3) of Title 26 of the United States Code, and that has among its primary purposes any of the following:

- the recreational, vocational, educational, and other services to improve social and cultural conditions of a community,
- the preservation, protection, or enhancement of land or water resources in their natural, scenic, historical, agricultural, forested, or open-space condition or use,
- the provision of conservation and environmental education and other services to improve environmental conditions of a community.

PRE-CONSTRUCTION COSTS – costs incurred before construction during the planning, design, and permitting phase of the PROJECT, limited to 25% of the GRANT amount.

PROJECT – the RECREATION FEATURES and MAJOR SUPPORT AMENITIES listed in the GRANT SCOPE/Cost Estimate Form to be funded by the GRANT request plus COMMITTED FUNDS.

PROJECT SITE – the entire PARK property. When using the Community FactFinder, the origin of the radius can be located at any point within the boundary of the entire PARK.

PROJECT COMPLETION – when the RECREATION FEATURES and MAJOR SUPPORT AMENITIES listed in the GRANT SCOPE/Cost Estimate Form are complete and the facilities are open and useable by the public.

RECREATION FEATURE – an element that provides active or passive recreational use.

REGIONAL PARK – an open space area or trail system that attracts visitors from at least a 20-mile radius or a county-wide population, offering unique or significant open space with at least one designated RECREATION FEATURE for nature appreciation, athletic activities, cultural enrichment, or other recreational activities.

- A PROJECT that is only for a stand-alone community center, that is not currently in a park or ADJACENT to a park, would be considered ineligible as RPP projects must create, expand, or improve regional parks.

RENOVATE/RENOVATION – construction to improve an EXISTING PARK to either increase public use, operating hours, public safety, energy or water conservation, accessibility compliance, or all of the above. This includes improvement of an existing RECREATION FEATURE or an existing MAJOR SUPPORT AMENITY.

RESIDENTS – the population living within surrounding communities such as a 20-mile radius or county-wide of the REGIONAL PARK.

ROUND – a distinct cycle of APPLICATIONS received and reviewed by DPR through a competitive process.

DEFINITIONS FOR ALL WORDS AND TERMS IN SMALL CAPS

SITE CONTROL – when the GRANTEE owns the PROJECT SITE, or has a permanent easement, or has a lease agreement or TURNKEY agreement approved by DPR, that allows for PROJECT COMPLETION and public use to fulfill the CONTRACT obligations.

TOTAL PROJECT COST – the combined dollar amount of all funding sources used to complete the RECREATION FEATURES and MAJOR SUPPORT AMENITIES listed in the GRANT SCOPE/Cost Estimate Form.

TURN-KEY PROJECT – when an APPLICANT proposes to build a PROJECT, then transfer the CONTRACT to the land owner for long term operation and maintenance with approval from DPR.

Photos will appear in final guide

Street Address for Overnight Mail:

Calif. Dept. of Parks and Recreation
Office of Grants and Local Services
1416 Ninth Street, Room 918
Sacramento, CA 95814

Mailing Address:

Calif. Dept. of Parks and Recreation
Office of Grants and Local Services
P.O. Box 942896
Sacramento, CA 94296-0001

MAIN LINE: (916) 653-7423

PROGRAM WEBSITES: parks.ca.gov/rpp | parksforcalifornia.org/communities